

The University of Edinburgh

Archaeology

School of History, Classics and Archaeology

**MA Single and Combined Honours Degrees in
Archaeology**



Honours

Degree Handbook

2021-22

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Please note that every effort has been made to ensure that the information contained in this handbook was correct at the time of going to press.

If you require this document or any of the internal University of Edinburgh online resources mentioned in this document in an alternative format, please email archaeology@ed.ac.uk

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Archaeology at Edinburgh

Welcome to Honours in Archaeology. In your final two undergraduate years at Edinburgh you have the opportunity to select from a range of options in Archaeology and Classical Archaeology and, subject to discussion with and approval from your Personal Tutor, to select one or two courses from elsewhere in the School of History, Classics and Archaeology and/or the College of Humanities and Social Sciences (including Geography in CSE). There are only three compulsory courses (including the Dissertation) over the two years and you have the opportunity to study in depth a wide range of academic and practical subjects. These choices may well influence your future career options so take all the advice that is available to you, but enjoy this opportunity to tailor your personal study.

Third Year: There are two compulsory courses, and *Archaeology in Practice* and *Theoretical Archaeology*, that are normally taken in third year (Year Abroad students might take these in fourth year). These courses, worth 20 credits each, are taught in the first and second semester respectively. *Theoretical Archaeology* is examined in the examination diet at the end of the third year while *Archaeology in Practice* is assessed purely through coursework.

Fourth Year: In your final year the only compulsory course on which you will be assessed is the Dissertation, worth 40 credits. Work on the dissertation begins earlier, however. During the second semester of third year *Theoretical Archaeology* will help you to prepare for the Dissertation and it is very important to start thinking of possible subjects and supervisors during this period. The dissertation is your opportunity to undertake original research utilising the skills and knowledge you have acquired across your undergraduate years

Members of Academic Staff in Archaeology

All rooms are located in the School of History, Classics and Archaeology, William Robertson Wing, Teviot Place.

Staff Member	E-mail
Dr Robin Bendrey	robin.bendrey@ed.ac.uk
Prof Jim Crow (on leave Semester 2)	jim.crow@ed.ac.uk
Dr Manuel Fernández-Götz (Head of Archaeology)	M.Fernandez-Gotz@ed.ac.uk
Dr Linda Fibiger	Linda.Fibiger@ed.ac.uk
Dr Jonny Geber	jonny.geber@ed.ac.uk
Dr Beatrijs de Groot	Beatrijs.de.Groot@ed.ac.uk
Dr Robert Leighton (on leave Semester 1)	robert.leighton@ed.ac.uk
Dr Catriona Pickard	Catriona.Pickard@ed.ac.uk
Dr Guillaume Robin	guillaume.robin@ed.ac.uk
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Dr Jo Rowland (on leave Semester 2)	Joanne.Rowland@ed.ac.uk
Dr Ulf-Dietrich Schoop	Ulf.Schoop@ed.ac.uk
Dr Jon Henderson	jon.henderson@ed.ac.uk
Dr Zsuzsanna Vegh	zsuzsanna.vegh@ed.ac.uk
Dr Sophie Newman	TBC
Dr Raquel Liceras (only available in semester 1)	TBC
Andrew Barlow (Laboratory Technician)	abarlow2@exseed.ed.ac.uk

The full list of Archaeology staff (along with their contact details, research interests and office hours), can be found on the School website:

<https://www.ed.ac.uk/history-classics-archaeology/about-us/staff-profiles/archaeology.php>

All Undergraduate queries should be made by email or to School Reception, room G.06, on the ground floor of the William Robertson Wing, Teviot Place. Office Hours during the teaching semesters are Monday to Friday 9am to 5pm, and as advertised at other times.

The Lead UGTO Administrator, Ms Claire Brown, can be contacted by email: claire.brown-2@ed.ac.uk

Student Intranet

The School of History, Classics and Archaeology has developed an undergraduate student intranet to provide information which is essential to your studies. It covers your current studies, guidance on submitting coursework, assessment regulations, essential forms, plagiarism, important news and events and more. It also has contact information for your Course Administrators, Student Support Officers and Student Reps. Over the year, we will add information on choosing honours courses and degree results.

There are also sections for the School's Student Support Office and academic guidance, library and computing services and the School's student/staff liaison. And we provide links to your subject areas and student societies.

You are strongly advised to keep checking the Intranet for information or guidance throughout the year. The Intranet is available at:

<http://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates>

Archaeology Degree Programmes

The MA Honours Programmes utilise two variants of a common core structure: one version is used for our Single Honours Programme, the other for all our Combined Honours Programmes. All degree programmes are based on students taking course elements normally totalling 120 credits in each year of study.

MA Single Honours Programmes

- | | |
|-------------------------------|---|
| 3rd Year
(Junior Honours): | • Core Courses: <i>Theoretical Archaeology</i> (20 credits) and <i>Archaeology in Practice</i> (20 credits) |
| 4th Year
(Senior Honours): | • Further courses in Archaeology or Classical Archaeology (80 credits) |
| | • <i>Dissertation</i> (40 credits) |
| | • Further courses in Archaeology or Classical Archaeology (80 credits) |
| | • one of which may be <i>Archaeological Fieldwork</i> (20 Credits) |

Dissertation The dissertation subject is agreed between the student and the supervisor during the spring semester of third year and is due to be submitted by the deadline given

in the Dissertation handbook and on Learn. The main text of the dissertation should not

exceed 12,000 words (excluding figures, tables, captions, bibliography and appendices) except with prior consultation of and written approval from the supervisor.

MA Combined Honours Degree Programmes

The MA Combined Honours Structure

1st Year	<i>Archaeology 1</i> + Combined Subject 1 + outside subject
2nd Year	<i>Archaeology 2A & 2B</i> + Combined Subject 2 + outside subject
3rd Year	Archaeology/Combined 3 (six elements in total) 1+2 Core Courses: <i>Theoretical Archaeology</i> and <i>Archaeology in Practice</i> (40 credits) 3 Archaeology Honours Option Course (20 credits) 4-6 etc. Combined Courses (generally half specified curricula for combined subject) (normally totalling 60 credits)
4th Year	Archaeology/Combined 4: Normally two option courses from Archaeology, (one of which may be <i>Archaeological Fieldwork</i>) plus courses totalling 40 credits in combined subject; and a dissertation (40 credits) (which may be in either or combined subject areas but must be taken under the rules of one subject or the other)

The combined degrees currently offered are:

- MA with Honours in Ancient Mediterranean Civilizations
- History and Archaeology
- Archaeology and Social Anthropology
- Architectural History & Archaeology
- Celtic and Archaeology
- Scottish Ethnology and Archaeology
- Geography and Archaeology
- Archaeology and Ancient History

Full details of Degree Regulations and Programmes of student can be found on the website: <http://www.drps.ed.ac.uk/>

Dissertation

The Dissertation is undertaken in one or other subject area according to the rules for the single honours degree of that subject. For a dissertation in Archaeology, consult the Archaeology Dissertation Handbook.

Joint Honours with History - Students wishing to take a Dissertation in History should take the *History in Practice* course and those wishing to take a Dissertation in Archaeology should take *Archaeology in Practice* course in 3rd year.

Joint Honours with Social Anthropology - If undertaking a dissertation in Social Anthropology students are expected to use the summer vacation of their third year for fieldwork or other research. N.B. Students taking this degree should note that if they wish to combine the final year option, *Archaeological Fieldwork*, with a dissertation in Social Anthropology, they are recommended to complete their 5 weeks of archaeological practical work during the summer vacation of second year and the Easter vacation of third year in order to leave the summer vacation of third year free for their dissertation fieldwork in Anthropology.

Archaeology Practical Work Requirement

All students taking Combined Honours Degrees including Archaeology must meet the Archaeology Fieldwork requirements, usually, a minimum 3 weeks taken between their first and second year of study.

Final Assessment

Final degree class is awarded on the basis of eleven units of assessment derived from both third and fourth year assessment procedures. All courses are examined in the year in which they are taught with the exception of *Archaeology in Practice* and *Archaeological Fieldwork* which are assessed solely by coursework in Third and Fourth year respectively. Normally the Honours Years are weighted equally i.e. 50% of the Final result is derived from 3rd year work and 50% from 4th year work. For students who undertake a year abroad, the final degree mark will normally be derived exclusively from 4th year work. The way in which this structure is applied to each MA programme is shown below.

Archaeology in the BA (Humanities and Social Sciences) degree

Many of the courses which make up the single or joint honours degrees in Archaeology are available as units in the BA (Humanities and Social Science) degree, which may be

taken over 3 years full-time or over a longer period part-time. Students on this programme study one major subject for all three years and choose other courses from subject areas both within and outside the College of Humanities and Social Science.

Thus for the BA degree it is possible to study Archaeology for one, two or three years, taking *Archaeology 1A* and *1B* as the first level courses, followed by *Archaeology 2A* and *2B*. Students taking Archaeology as their major subject take three Archaeology Honours Option courses**, to make up the required 60 credits at Level 10.

** Subject to availability as every option may be taught in any two year period. Students may take Archaeology fieldwork providing they are able to fulfil the requirement to undertake 10 weeks field and practical work.

Fieldwork

Summary of Practical Archaeological Work (“Fieldwork”) Requirements

Archaeological Fieldwork is a major element of these degree programmes since the discipline’s primary material for study is obtained by survey and excavation. Through participation in archaeological practical work or fieldwork students gain a vital understanding of the nature of the archaeological record. Our fieldwork requirements however recognise the constraints which students have on their time particularly outwith teaching terms either due to family commitments or the need to earn money during the vacations, while also enabling students who want to study archaeology but do not necessarily wish to participate substantially in practical work to achieve an honours degree in archaeology without a heavy vacation commitment to practical work.

All students enrolled on Archaeology Single and Combined Honours Programmes are expected to participate in practical archaeological work (usually during their first year of study), but are then free to decide whether, or not, they wish to undertake further practical work in their later years. If they do, this can be assessed as part of their Honours programme in the option course called Archaeological Fieldwork.

The formal Field and Practical Archaeological Work Requirement is:

- **First Year:** Single and Combined Honours students will be required to undertake a minimum of **three weeks** of fieldwork on a project approved by the Head of Archaeology.
- **Second to Fourth Year:** Before the summer vacation of their Second Year intending Single and Combined Honours students must choose Either (a) to undertake a programme of field and practical work in preparation for the 4th Year Honours Option course Archaeological Fieldwork, Or (b) to undertake no assessed fieldwork and undertake additional Archaeology Honours Option courses in fourth year to total 80 credits (with a Dissertation worth 40 credits).

Those students opting to take *Archaeological Fieldwork* were traditionally required to undertake a total of 10 weeks field and practical work between the summer vacation of their second year and the Easter and Summer Vacations of their third year. This has been reduced to 5 weeks in 2020/21 and 2021/22 in light of the Covid-19 outbreak resulting in the cancellation of many fieldwork projects.

Students are encouraged to discuss fieldwork plans and any potential issues arising with the designated fieldwork officer: Dr Ulf Schoop (Ulf.Schoop@ed.ac.uk).

The Archaeological Fieldwork handbook is available to students on the Archaeology webpage: <https://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/your-studies/your-degree-programme/history-programme-and-course-handbooks>

Approved projects can extend from traditional excavations and landscape surveys to museum work and a range of activities within public archaeology. This degree of flexibility in the type of Practical Archaeological Work which you can carry out is designed to accommodate both different career goals and interests, the needs of students with family commitments and the demands of study in a financially pressured environment. Note that the responsibility for finding and attending practical archaeological work projects rests with the student.

Archaeology Honours Options

You can find detailed information under DRPS located within EUCLID

http://www.drps.ed.ac.uk/21-22/dpt/drps_hca.htm

DRPS stands for Degree Regulations and Programmes of Study. DRPS is an online, complete listing of all the Degree Programmes that can be taken at the University of Edinburgh and all of the Courses of study that are available, and provides a description of the content and requirements for each Degree Programme and Course. It also contains information on the regulations governing the University's academic procedures.

Not all Honours Options are offered annually, since they are generally contingent on the availability of particular members of staff. Information regarding Archaeology honours choices and the list of courses available to you in 2021/22 can be found at on the DRPS link above.

A provisional timetable is available on the last page of this handbook. You will be notified by email when the information is available and of the deadline for selecting your courses.

Study Abroad in Third Year

It is possible to study abroad although changes are in place in 2021/22 due to Covid 19, further information can be found here: <https://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/your-studies/beyond-your-studies/studying-abroad>

Students on non-compulsory years abroad will transfer credit only; you will proceed to your 4th year of study but your degree will normally be classified only on the basis of the work you complete in your 4th year at Edinburgh.

Students returning for 4th year having spent their junior Honours year abroad will normally have to take Theoretical Archaeology as a compulsory course, with the other standard

Third Year core course, Archaeology in Practice, being available to them as an option. This arrangement may be reversed (i.e. Archaeology in Practice becomes the compulsory course) at the discretion of the Personal Tutor in light of the third year programme of study taken by the student at the other institution.

<http://www.ed.ac.uk/schools-departments/international-office/exchanges>

The Honours Dissertation

****Please see the Dissertation Handbook available on Learn.****

The dissertation is your opportunity to undertake original research utilising the skills you have acquired during your undergraduate programme. The subject matter of the dissertation may be drawn from any of the areas or subjects studied during the course; in essence any cognate topic within the field of Archaeology. The emphasis will tend to be on practical work and will enable students to gain a working knowledge of a particular methodological branch of the subject or to develop a regional/period specialisation. In most cases, students undertake research which reflects interests developed through option courses. Indeed, we would generally recommend that you undertake research only in a field in which you have had some training in the third year.

In the eyes of the University, the dissertation presents an opportunity for the student to develop and demonstrate qualities sought by many employers of graduates, for example, the ability to:

- define a problem realistically
- generate a hypothesis and develop a suitable methodology to test this hypothesis
- collect the appropriate data
- analyse the factors involved
- make a perceptive comment
- present a well-reasoned conclusion, lucidly expressed and supported numerically and graphically wherever possible

Course Participation and Contact

Admittance into the Honours programme is an indication that you are ready to work at a much higher level and with a greater degree of independence and commitment than at Pre-Honours level.

We expect you to take responsibility for your own learning, including wide reading from the course bibliography. Your essays should be researched, reasoned and informed pieces of work. Responsibility for your own learning also involves planning your study and research; however, course organisers are of course available to discuss essay plans and give essay feedback in their office hours and at other times, by appointment.

A high level of participation is expected from students at Honours level. Many classes are run as seminars or informal lectures and you will be expected to prepare for class and answer/ask questions when appropriate.

All courses have a website (Learn) which displays course information including the class schedule, slides, assessment, course contacts, and any other information relevant to the course. You are advised to check your course websites regularly: failure to see a notice will not count as an excuse.

Messages about courses will routinely be circulated to students by e-mail. It is a University requirement that students must respond to e-mails sent to their University e-mail address, and it will be assumed that every member of the class can be contacted at this address (smatriculationnumber@sms.ed.ac.uk) and checks incoming mail regularly.

Your Personal Tutor is the first port of call for problems of an academic or pastoral nature. Any students who are worried about passing exams, or contemplating a degree transfer, or thinking about graduating with an ordinary BA degree, or experiencing any ill health or personal problems which affect coursework, should contact their Personal Tutor. The Student Support Office also provides advice and support on a range of matters, including curricula, registrations, degree transfers, special circumstances and ill health, coursework extension requests and many administrative procedures. Email: hca-ssso@ed.ac.uk or phone: 0131 651 1800.

Attendance requirements, absence and independence

All students are expected to attend and be actively engaged with their studies. In tutorials and seminars, attendance is compulsory and a register is taken by your tutor. In some courses, penalties may be applicable for a failure to maintain a satisfactory level of attendance; and continued non-attendance may lead to you being deemed officially

Absent from the University and so excluded from your courses and programme. In the case of international students, the University's sponsorship of your entry visa may be revoked. It is very important that you understand and meet the requirements of your visa.

Full details on Attendance and Engagement monitoring; engagement points and Tier 4 requirements can be found on the School website: <https://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/your-studies/your-degree-programme/attendance-and-engagement>

You will also find further details about attendance requirements including who to contact if you miss a lecture/tutorial on the UG student Learn page. If you miss a contact point or anticipate doing so, please report to the School's [Student Support Office](#), ideally in advance and in person. If you are absolutely unable to report in person, please make contact by phone immediately on 0131 651 1800.

Difficulties and Support

Getting to Grips with University Study

Entry to University should mark the start of an accelerated period of learning for you in an atmosphere where you are likely to be far more independent than during your school career. Entry to Honours programmes represents a further step-change in this process. Many of you will find the challenge enjoyable and stimulating: however, it does mark a decided change in the pace and style of studying. To help you we suggest that you look at the following which provide many useful ideas on how to approach the process of learning:

Northedge, A. 2005 *The Good Study Guide*. The Open University: Milton Keynes. 2 rev edn ISBN 0 7492 0044 8

Northedge, A. Thomas, J., Lane, A., & Peasgood, A. 1997 *The Sciences Good Study Guide*. The Open University: Milton Keynes. ISBN 0 7492 3411 3

Cottrell, S. 2008 *The Study Skills Guide*. London: Palgrave Macmillan. 3 rev edn. ISBN 0230573053.

If these do not seem to help, don't despair! There are very few "natural" scholars; most of us have to actively learn to study and strive very hard to acquire the necessary skills.

Many of the courses in this curriculum will indirectly improve your study skills. However, you also have the chance to study study-skills at the University's Institute for Academic Development (7 Bristo Square). The Institute for Academic Development runs non-

assessed courses and workshops for undergraduates on study skills, including several aspects of work for examinations: <http://www.tla.ed.ac.uk/>.

The School is committed to helping you throughout your time here. This page gives information on some of the support services available to you as a student:

<https://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/your-studies/support-and-advice>

Students with disabilities

We welcome students with disabilities (including those with specific learning difficulties such as dyslexia) and are working to make all our courses accessible.

If you wish to talk to a member of staff about the course requirements and your particular needs, please first contact the School's Student Support Office (hca-ssso@ed.ac.uk) who will direct you to the appropriate member of academic staff and/or to the University's Disability Office.

Further information is available on the Student Disability Service website:

<https://www.ed.ac.uk/student-disability-service/students>

Special Circumstances

Special circumstances can sometimes affect a student's performance in following a course, in producing coursework or in completing examinations. Procedures exist to highlight these circumstances and seek consideration of them in evaluations of academic performance.

Information on the University's Special Circumstances procedures, including the Special Circumstances Form required, are available on the Academic Services website:

<http://www.ed.ac.uk/academic-services/students/assessment/special-circumstances>

If you think you have a case for Special Circumstances, please contact your Personal Tutor to discuss it in the first instance. If your tutor is not available please contact the School's Student Support Office.

Special Circumstances forms should be submitted as soon as possible and not more than a week after the final assessment for the semester that has been affected.

Dignity and Respect

The University is currently developing a framework on Dignity and Respect and is committed to creating a culture where all staff and students are treated with respect and feel safe and fulfilled within our community. It welcomes and supports freedom of thought and expression, whilst promoting these values we must ensure we create a culture where everyone is treated with dignity and respect.

The Dignity and Respect Policy can be viewed on the University website:

<https://www.ed.ac.uk/equality-diversity/respect>

General Principles of Assessment

The Function of Assessment

Assessment of your work has three key functions (a) to provide you with a formative means of measuring your progress and to assist you in identifying strengths and weakness, (b) to enable staff to monitor your progress towards a full understanding of any given curriculum, and (c) to provide a means of demonstrating to a future employer the nature and qualities your knowledge and your particular skills and aptitudes.

In the first two years, assessment is based on the courses you have taken on a course-by-course basis (in other words you need to pass each course as a separate entity). In the (Honours years assessment is based on the courses taken in combination (in other words you final degree class depends upon the combined results of all the courses taken in both junior and senior honours years). Under both regimes, the process of assessment is overseen by a body known as the Board of Examiners (below) and is governed by the Assessment Regulations of the University of Edinburgh.

The guiding core principle of all assessment is that candidates should receive fair and equitable treatment.

University Undergraduate Common Marking Scale

All work will be assessed in accordance with the University's Extended Common Marking Scheme. See <http://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/your-studies/assessment-and-feedback/school-s-regulations/marking-scheme>

Rules for classifying Honours Degrees

Classification is on the basis of the mean of marks obtained in qualifying level 10 courses taken in the Junior and Senior Honours years (a total of 240 credit points). Details of assessment regulations are to be found at:

<https://www.ed.ac.uk/academic-services/policies-regulations/regulations>

Results

Undergraduate Final Awards/Classifications or other outcomes will be communicated to students via EUCLID student view by the scheduled release date. An automated email will be sent to the student's University email account when the final result is available. This email will contain a link to the page where the final result can be viewed.

The Board of Examiners

The Board of Examiners consists of the teaching staff in Archaeology together with external examiners normally drawn from other UK Universities or archaeological institutions.

The role of the Board of Examiners is to oversee the assessment of the quality of all student work according to the University's advertised mark scales and relative to standards at comparable institutions elsewhere.

External examiners are involved to ensure that the degree regulations of the University of Edinburgh are properly enforced and that there is comparability between the results achieved by students at this institution and cognate universities elsewhere. External examiners play an important role in the examination process and undertake tasks including the approval of examination arrangements and papers, the assessment of the overall quality of examination papers, the monitoring of marking arrangements and grading; and, selectively, the second marking of both examination scripts and class work. In cases of student illness, hardship or similar circumstances, they are represented on the

Special Circumstances Committee to oversee and ratify the degree of amelioration of marks or such other changes as may be deemed appropriate. Each year they report to College on the conduct of the examinations, on assessment procedures etc., and on the strengths and weaknesses of courses and of Archaeology's overall teaching programme. Assessment Rules and Honours Classification: Archaeology follows the Rules for Classifying Honours Degrees published by the College of Humanities and Social Sciences. These Rules employ the University Extended Common Marking Scale.

Details of External Examiners

The School appoints External Examiners to ensure high standards are maintained across all programmes. Details of External Examiners are provided for information only.

Students **MUST NOT** make direct contact with External Examiners. If you have queries about the assessment process please contact your Personal Tutor or the Lead Administrator (listed at the beginning of this programme handbook). The External Examiners for Archaeology are:

- Dr Mark Jackson – The University of Newcastle
- Dr Marta Diaz-Guardamino – Durham University

External Examiner reports are available to students upon request. To access these reports, please contact: eilein.fraser@ed.ac.uk

Coursework

Coursework submission

It is College policy for coursework submission to be completed online and for feedback to be supplied electronically, for all assignments for which it is pedagogically appropriate to do so.

Electronic submissions must be made through a Turnitin dropbox on the course site in Learn. Turnitin will check your submission for plagiarism and will be used to provide feedback and your mark. You will be required to fill in a Declaration of Own Work for each

assignment. Once this has been filled in properly, a folder containing the coursework dropbox will be made available, and you will be able to submit your coursework.

Unless your course handbook and/or course Learn site specifies differently, all coursework must be submitted as detailed below and the deadline will be 12 noon on the due date.

Please consult your course Learn site for detailed submission instructions.

Coursework deadlines

It is essential for fairness that all students hand in their coursework by the same deadline (date and time). The time of electronic submission is automatically recorded, and there are penalties for any late coursework submission.

It is your responsibility to check your own deadlines.

Late Submission of Coursework

- Late coursework will only be accepted without penalty if you have provided a good reason and have been granted an extension in advance or exceptional circumstances prevented you from doing so. See: <https://www.ed.ac.uk/student-administration/extensions-special-circumstances>
- Late coursework submitted without an authorised extension will be recorded as late and the following penalties will apply: 5 percentage points will be deducted for every calendar day or part thereof it is late, up to a maximum of 7 calendar days. After this time a mark of zero will be recorded.

These penalties follow the [University's Undergraduate Assessment Regulations](#).

Return of Coursework

Feedback on formative and summative in-course assessed work will be provided within 15 working days of submission, or in time to be of use in subsequent assessments within the course, whichever is sooner.

Retention of assessment materials

The School retains its copies of student assessment materials, such as essays, reports, projects or exam scripts, for a limited period of time after the relevant Board of Examiners meeting.

Students' copies of assessment materials and feedback comments which have not been collected by the end of session will be disposed of in teaching week 2 of the following session.

Good academic conduct: our expectations about your written work

Because your written work is a way of conveying your opinions about a particular issue to your reader, it is important that you adhere to the following three rules:

1. Every essay must be written in your own words, with any quotations clearly indicated. Your opinions will have been informed by those of other scholars, but you should aim to paraphrase your sources rather than repeat them word-for-word. This shows your readers that you have understood and processed everything that you have read.
2. Whenever you use something that you have found in someone else's work, you must provide a full reference to the source which you used. Your references should be clear and concise, with the full details given in the bibliography to allow your readers to identify the source for themselves.
3. All references should refer accurately and honestly to the specific source which you used. Failing to give an accurate and honest account of your sources, or failing to provide a reference for information which you have taken from elsewhere, are examples of plagiarism. This is a form of dishonesty that runs counter to the principles of academic study, and is therefore taken very seriously by the University. This is true regardless of whether or not there was any deliberate intention to cheat, and may lead to a heavy deduction of marks, or result in the essay being given a mark of zero.

The School has put together a full document which guides you through these expectations. It provides examples of correct referencing and accurate citation methods for each subject area, as well as advice about avoiding unintentional plagiarism through accurate note-taking and citation. You can find this document online at: <https://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/your-studies/assessment-and-feedback/academic-conduct>

Referencing

Referencing should follow the modern scientific convention. Footnotes should be avoided. Bibliographic references within the text should list the author's last name, date of publication and number of page, e.g. (Clarke 1952: 211). Where an author's name has just been cited in the text, references need be made only to the date of publication and page, e.g. (1952: 211). Extended references should be listed alphabetically at the end of the paper, e.g.

Brumfiel, E. M. and Earle, T. K. 1987. Specialization, exchange and complex societies: an introduction. In *Specialization, Exchange, and Complex Societies* (eds E. M. Brumfiel and T. K. Earle). Cambridge: Cambridge University Press, pp. 1-9.

Casey, J. 1986. *Understanding Ancient Coins*. London: Batsford.

Mezzena, F. and Palma di Cesnola, A. 1973. Oggetti d'arte mobile di età gravettiana ed epigravettiana nella Grotta Paglicci (Foggia). *Rivista di Scienze Preistoriche*, 27: 211-24.

Schick, K. A. 1984. *Processes of Paleolithic site formation: an experimental study*.

Doctoral dissertation. Department of Anthropology, University of California, Berkeley.

Variant schemes exist: a good practice is to take a reputable journal e.g. *Antiquity* and to follow its conventions. Please note that some courses require you to follow explicit bibliographical rules (for example, specify that you should follow the *Antiquity* conventions).

Examination

The examination of Honours courses take place within the December or May Exam Diet of the academic session in which the courses were taken. The examination timetable is produced by Student Administration:

<http://www.ed.ac.uk/schools-departments/student-administration/exams>

Please remember that it is your responsibility to check the Student Administration website for the precise times and venues of your examinations. It is not normally possible to resit Honours course examinations.

Past exam papers are available on the Library web page:

<https://www.ed.ac.uk/information-services/library-museum-gallery/exam-papers>

Ethics Policy

The School of History, Classics and Archaeology embraces and endorses the highest principles in regard to Ethics. Its policy and procedures have been developed by the School Ethics Committee, which is linked to the School Research Committee, for use by staff and students, so as to ensure that all research carried out in the name of the University of Edinburgh and the School is achieved to the highest ethical standards. The responsibility for the oversight of ethics and research integrity for undergraduate dissertations and projects lies with supervisors. Self-evaluation ethics questionnaires (Level 1) should be completed by students and submitted with the dissertation proposal. Full information about how to proceed will be supplied to undergraduate students by the Undergraduate Office. Supervisors will scrutinize and approve all Research Ethics questionnaires; if they have any concerns about the proposed project they may require the student to redesign it. Supervisors may also consult with Subject Area Ethics reps for advice. Undergraduate questionnaires will be logged and kept by the Undergraduate office.

Further information and the Ethics Questionnaire (Level 1), can be found on the School Website:

<http://www.ed.ac.uk/history-classics-archaeology/research/ethics-procedures/procedures>

Any research involving human or animal remains is subject to special consideration.

University Regulations

Listed here are some useful links to the University Regulations:

Assessment Regulations:

<http://www.ed.ac.uk/academic-services/policies-regulations/regulations/assessment>

Student Complaints Procedure:

<http://www.ed.ac.uk/university-secretary-group/complaint-handling-procedure>

Academic Appeals:

<https://www.ed.ac.uk/academic-services/students/appeals>

Use of Email

Email is the formal means of communication by the University with its students.

When you join the University you are given a University of Edinburgh (UoE) e-mail account and address which will be used for a variety of essential communications. You must access and manage this account regularly as the University including the Department will send you vital information from time to time, for example on exam arrangements or changed class times or locations, and will assume that you have opened and acted on these communications. Failure to do so will not be an acceptable excuse or ground for appeal.

If you already have a web-based e-mail account and think that you are unlikely to check your UoE e-mail account, it is your responsibility to set up a forward on the UoE account to ensure that you receive all official University communications timeously. There are on-screen help instructions if you require to do this – please see:

<https://support.office.com/en-gb/article/Forward-email-from-Office-365-to-another-email-account-1ED4EE1E-74F8-4F53-A174-86B748FF6A0E?ui=en-US&rs=en-GB&ad=GB&fromAR=1>

Contacting Staff (and other students)

The best way to contact any staff member is to use email. We aim to respond to all queries within 3 working days. Using the e-mail system is the preferred means of requesting individual appointments with members of staff. You can also use email to contact other students.

In addition, depending on their other commitments, staff have regular office hours when they guarantee to be in their office in order to see students; details are usually given on a note on the staff member's office door. Messages for staff can also be handed in at School Reception.

Student Representative Structure

Staff members at the University of Edinburgh work closely with student representatives. Edinburgh University Students' Association (EUSA) coordinates student representation and provides training and support for student representatives across the University.

Student representatives ('Reps') listen to you to identify areas for improvement, suggest solutions, and ensure that your views inform strategic decisions within the University, building a stronger academic community and improving your student life. Schools share students' emails with their student representatives as a matter of course; any student wishing to opt out from this should tell the Lead UGTO Administrator for Archaeology (see 'Archaeology Staff').

Staff-Student Liaison Committee

The Staff-Student Liaison Committee meets each semester to consider courses and other matters affecting student life in Archaeology. Student representatives raise issues of concern regarding individual courses and the staff members on the Committee then respond to these issues. Any student with a problem relating to the organisation or teaching of a particular course can have this issue considered by the Committee by raising the matter with the student representatives. The Committee also considers general issues of concern to students, such as proposed curriculum changes and changes in facilities.

Elections to the committee are generally held on a class and year basis early in the academic year. Meetings will be minuted by the Lead UGTO Administrator, in consultation with the Convener, and posted on the Student Intranet.

Resources for Learning

Resources for Learning in Archaeology

Laboratories and Other Facilities

Archaeology has extensive Laboratory facilities. These consist of a bone and chemistry laboratory, a wet processing and thin sectioning laboratory, a microscope laboratory, an osteoarchaeology laboratory and a teaching laboratory.

All these laboratories are managed by the School Lab Committee (presently chaired by Dr Robin Bendrey), and day-to-day maintenance is by our lab technician, presently Andrew Barlow. Anyone wishing to use these facilities should consult Mr Barlow in the first instance. He can be reached by email: abarlow2@exseed.ed.ac.uk Undergraduate students working in the Archaeology laboratories must be supervised at all times by a member of academic staff, or by the lab technician. All students using the laboratories will be given a health and safety briefing before they are allowed access and will be required to read, sign and comply fully with Archaeology's Laboratory Regulations. It is important

for your own safety and the safety of others than you abide by these rules. Failure to do so may mean you are not permitted to access the laboratories for an extended period, or worse, may result in an accident.

Gordon Childe Artefact Reference Collection — First Floor

Archaeology's teaching collection of ancient artefacts and materials is housed on the first floor of the William Robertson Wing (room 01.32). This collection is used for "hands on" teaching of the methods of artefact analysis as well as providing a valuable source of illustrative material in support of courses in European and Near Eastern prehistory. The Archaeology "drawing office" is also housed in Room 01.32 and includes all traditional means of drawing production. This is reserved primarily for research purposes but anyone needed to use this area for a specific project should contact Dr Guillaume Robin (email: Guillaume.Robin@ed.ac.uk)

Computer Facilities

Information Services the unit which provides training on various computing programmes for undergraduate students. Further information is available on their web page:

<http://www.ed.ac.uk/schools-departments/information-services/help-consultancy/is-skills>

The School also has a computer room for specialised computing tasks and teaching on the Second Floor (rooms 2.35 and 2.36) which is mainly for postgraduate use but undergraduate students undertaking dissertation work which requires specific archaeological software may be able to use this by special arrangement.

Library, Study and Photocopying Facilities

Archaeology books and journals are housed in the Main Library on George Square, which also has extensive study and photocopying facilities. There are currently no photocopying facilities available to undergraduates in WRW.

School Student Research Rooms

Study spaces within the School of History, Classics and Archaeology are temporarily closed because of the Covid-19 pandemic. Updates on this can be found here:

<https://www.ed.ac.uk/history-classics-archaeology/information-current-undergraduates/about-the-school/student-study-space>

Physical distancing measures in the William Robertson Wing

Information for staff and students of History, Classics and Archaeology on physical distancing measures in the School.

[Physical distancing measures](#)

The School Academic Liaison Librarian, Caroline Stirling, (caroline.stirling@ed.ac.uk) holds help sessions in individual Level 1 courses and welcomes requests for advice and guidance from undergraduates in subsequent years.

Resources for Learning in the University

The Institute for Academic Development and Assessment and Study Skills Courses

The Institute for Academic Development (IAD) operates a range of courses for students on different aspects of the skills required for undergraduate and postgraduate study. These courses are free to all students and are well worth attending. The courses change from year to year according to demand and are advertised widely on posters throughout the University (check our Dept. Notice board). Places are limited and you will need to book in advance. Further information is available on the IAD website: <http://www.ed.ac.uk/schools-departments/institute-academic-development>

The University Library

The Main University Library in George Square contains a large stock of Archaeology books, periodicals and pamphlets — although the cataloguing system employed means that they are somewhat scattered throughout the collection. The main books for courses currently being taught should be on Reserve in the HUB and available for short term loan. Up-to-date information on opening hours, access to the Library catalogue, information on library services, etc., and a Guide for New Users is available on the Library's web pages: <https://www.ed.ac.uk/information-services/library-museum-gallery>

Note that an increasing amount of teaching and research material is available electronically to you as a member of the University community.

Other Libraries Within and Outwith the University

Many other libraries within the University have books of relevance to Archaeologists. Of particular note is the Darwin Library located on the King's Buildings site. It is a University Library (from which you have automatic borrowing rights).

Outwith the University Edinburgh is fortunate in having a copyright library, the National Library of Scotland, located on George IV Bridge. As a copyright library, by legal statute it is able to claim a copy of every publication produced in the United Kingdom. As such it is an excellent place to locate books not available within the University system. It also has a separate National Map Library Annex, on Causewayside. Note however that the National Library can only be used by postgraduates and undergraduates in their third and fourth years of study. Application forms for use of these libraries can be obtained from the front desk of the National Library.

Access to the Library of National Museums of Scotland in Chambers Street is available to Fellows of the Society of Antiquaries of Scotland, since that body provided the initial collections and still contributes to this resource (student membership rates available). The Library is (as might be expected) very strong on the Archaeology of Scotland but also has extensive collections relating to Britain and temperate Europe. If your archaeological interests lie in this sphere than you might wish to consider being sponsored to become a Fellow of the Scottish Antiquaries. More accessible but less extensive collections of material relating primarily to the Archaeology of Scotland are to be found in the National Monuments Record (NMR) of the Royal Commission on the Ancient and Historical Monuments of Scotland on at 16 Bernard Terrace. The NMR library is open on week days except Mondays, or by appointment — telephone 0131 662 1456.

Other Resources for Learning Archaeology in Edinburgh:

Edinburgh as a major archaeological centre

We are fortunate that the Edinburgh area is home not only to the major Scottish archaeological institutions but also to other bodies, such as the National Trust for Scotland, which play a significant role in the management of both natural and cultural landscapes and the archaeological sites found therein.

The body which is responsible for the management and protection of Scotland's built environment is Historic Environment Scotland (HES). HES is the Scottish Government's key agency and is responsible for running the sites which are in the care of the state and

for the scheduling or legal protection of selected archaeological sites owned by others. Its professional staff also manage or provide financial grants for selected archaeological fieldwork and other projects relevant to Scotland. (Historic Scotland, Longmore House, Salisbury Place, Edinburgh. EH9 1SH). Its companion government body which deals with the natural environment is Scottish Natural Heritage.

The body which has responsibility for recording the ancient and historical monuments of Scotland is the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS). Although the methods of the Commission have changed greatly in recent years it still has a primary responsibility for archaeological records and as such it incorporates the National Monuments Record (NMRS). This is an archive which aims to include every known archaeological site in Scotland. The paper and electronic records of all new survey and excavation work will generally end up as part of this record. Attempts to get to grips with the archaeology of particular regions of Scotland are enhanced by visits to the record (Royal Commission on the Ancient and Historical Monuments of Scotland, John Sinclair House, 16 Bernard Terrace, Edinburgh. EH8 9NX). For individual sites, you can now do this electronically on line via the web based database known as "CANMORE" – you need to register but once you have done so it can provide you in minutes with nearly all the information which you would previously have spent hours searching for (see <http://www.rcahms.gov.uk>).

The third major archaeological body based in Edinburgh is National Museums Scotland. The NMS have sections covering both prehistoric and mediaeval archaeology; industrial archaeology is covered by the industrial collection staff. As might be expected the collections are an impressive and valuable resource. In addition the NMS has very large Zoological and Botanical collections of considerable help in the identification of strange specimens (National Museums of Scotland, Chambers Street, Edinburgh).

<http://www.nms.ac.uk/>

In addition to these major institutions, Edinburgh is also home to the office of the Edinburgh City Archaeologist and numerous applied archaeological companies (which together employ distinctly more archaeologists than do the older institutions) including: AOC Scotland Ltd., Edgefield Rd Industrial Estate, Loanhead, EH20 9SY 0131-440-3593 CFA Archaeology Ltd., The Old Engine House, Eskmills Park, Musselburgh, East Lothian, EH21 7PQ. 0131-273-4380 (formerly the University's Centre for Field Archaeology) E A S E Archaeological Consultants, Unit 8/Abbeymount Techbase, 2 Easter Road Edinburgh, EH7 5AN

Headland Archaeology Ltd., 13 Jane Street, Edinburgh EH6 5HE

Kirkdale Archaeology, 38 Palmerston Place, Edinburgh, EH12 5BJ

Simpson & Brown Architects/Addyman Archaeology, St Ninian's Manse, Quayside Street, Edinburgh EH6 6EJ

Getting More Involved

Additional support for your studies can come from membership of archaeological societies (the Society of Antiquaries of Scotland is an example) or student membership of the Institute for Archaeologists (formerly the Institute of Field Archaeologists) - see <http://www.archaeologists.net/>. Membership of such bodies can also help to keep you informed of the latest developments. Jobs are often first advertised in the newsletters of specialist societies and professional associations. A main source is however the online British Archaeological Jobs Resource (<http://www.bajr.org>). Within Scotland, Archaeology Scotland, formerly the Council for Scottish Archaeology, based closed to CFA Archaeology in Musselburgh, hosts an excellent website at <http://www.archaeologyscotland.org.uk/>.

The Edinburgh University Archaeology Society (ArchSoc)

ArchSoc is open to all, whether they are members of the University or not! It meets normally weekly throughout the academic year and has a wide ranging events programme. More information can be found on the notice board on the second floor mezzanine outside the Student Resource Room, William Robertson Wing, William Robertson Wing, on the website at <https://www.facebook.com/EdinburghArchSoc> or by emailing edin.archsoc@googlemail.com

Seminar Series

The Archaeology Subject Area organises a weekly seminar series during the semester teaching weeks. The lectures with invited speakers from Edinburgh, other UK institutions and abroad provide an opportunity to hear about the latest state of archaeological research in different regions and periods. They also represent an excellent opportunity to socialise and interact with staff members and other UG and PG students. In addition, twice a year renowned international scholars are invited to give a lecture in the Munro Series, the oldest and most prestigious lectures for Archaeology and Anthropology in Scotland <https://www.ed.ac.uk/arts-humanities-soc-sci/news-events/lectures/munro-lectures>

Learned Societies for Archaeology

There are many learned societies for archaeology. Some have quite specific regional or period orientations and once you have reached the honours years you would be wise to talk to your Personal Tutor about those which might be a wise career investment! In the interim another one of the better places to get general information on British Archaeology and the range of Societies which cater for it at both home and abroad is the web site of the Council for British Archaeology (CBA), which can be found at: <https://www.britarch.ac.uk>

One society with a wide membership is the Prehistoric Society. Membership information can be obtained from The Administrative Assistant, Prehistoric Society, Institute of Archaeology, 31-34 Gordon Square, London, WC1H 0PY, UK. Those with special interest in Scottish Archaeology would be advised to consider becoming Fellows of the Society of Antiquaries of Scotland. You have to be proposed for admission by an existing Fellow of the Society but this is usually a formality and since several members of staff are fellows it should not be hard to find a sponsor. Write for membership forms to: The Society of Antiquaries of Scotland, Royal Museum of Scotland, Chambers Street, Edinburgh. EH1 1JF. You can also find further information on the Society's web site:

<http://www.socantscot.org/>. This includes a link to their Programme information giving details of public lectures, the annual Rhind lectures and conferences.

Check also for lectures and seminars held in the School, especially the First Millennia Study Group which meets monthly and is a great opportunity to keep up with new discoveries in Scottish archaeology and meet the Edinburgh Archaeology community.

