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2
A: Introductory Information

1. Welcome from the Head of the School of History, Classics and Archaeology

Welcome to the School of History, Classics and Archaeology. We hope that your time here will be both successful and enjoyable.

This handbook aims to provide you with all the information you need to make your learning experience in the School as rewarding as possible. Take time in Welcome Week to read through this guide and keep it for future reference. It sets out important information about your degree programme, tells you what we expect from you, and explains what you can expect from us. It also tells you where to go if you have questions or if something goes wrong.

The content of this handbook does not cover every situation that might come up, so please ask a member of School staff if you need help or information. Your contacts are your Personal Tutor, the Degree Programme Director (DPD) for your particular degree programme, your lecturers and the administrative staff in the School Office. There is always plenty of help available.

Above all, I hope that you will enjoy your time at Newcastle, not only in your academic work, but also in all the other activities and opportunities available to you.

Professor Sam Turner, Head of School

2. Summary of programme commitments

The University’s Student Charter, explained more below, requires that students are provided with a ‘programme handbook which details any professional requirements, contact hours, mode of programme delivery, assessment criteria, examination arrangements and regulations, academic guidance and support, and appeals and complaints procedures’. The purpose of this summary is to help you locate further details about this key information in your handbook.

<table>
<thead>
<tr>
<th>Average number of contact hours for this stage / programme:</th>
<th>Please see section A6 Contact Hours on page 5.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of delivery:</td>
<td>Please see section I5 Structure and Content on page 41.</td>
</tr>
<tr>
<td>Normal notice period for changes to the timetable, including rescheduled classes:</td>
<td>Please see section A6 University Timetables on page 5.</td>
</tr>
<tr>
<td>Normal notice period for changes to the curriculum or assessment:</td>
<td>Please see section D1 Coursework Submission on page 17.</td>
</tr>
<tr>
<td>Normal deadline for feedback on submitted work (coursework):</td>
<td>Please see section D5 Feedback on Assignments on page 20.</td>
</tr>
<tr>
<td>Normal deadline for feedback on examinations:</td>
<td>Please see section D5 Feedback on Assignments on page 20.</td>
</tr>
</tbody>
</table>
### 3. The School

The School is part of the Faculty of Humanities and Social Sciences (HASS). It is located in the Armstrong Building, the main Victorian red-brick building in the centre of the campus. The School Office is on the 1\textsuperscript{st} floor off the main staircase. This is where you should come with any general enquiries and it is where you will collect corrected assignments.

To the right of the School Office are the main teaching rooms. Rooms 1.03 – 1.05 are seminar rooms and room 1.06 is the main lecture room in Stages Two and Three. Some classes and many of the larger lectures in the first year are held in adjacent buildings. Outside the teaching rooms is a large lobby area. This is where you post completed assignments. It is also where the names of student representatives are displayed along with notices of general interest, including results. In the corridor leading away from the lobby are staff offices and seminar rooms and more staff offices are immediately above this corridor on the 2nd floor.

The Armstrong Building is currently being completely refurbished so there will be some changes to the function of rooms.

The School comprises of three main disciplines: History, Classics and Archaeology. In addition we run joint programmes with the School of English and with Politics. The School also participates in the Faculty’s Combined Honours Programme. The School is also home to the Northern Centre for the History of Medicine (shared with Durham University) and the North East England History Institute (NEEHI), shared with all the other North-East Universities, is based here.

For detailed information on all History, Classics and Archaeology staff please visit the following website: [http://www.ncl.ac.uk/hca/staff/](http://www.ncl.ac.uk/hca/staff/)

A list of staff and their interests specific to your Degree Programme can be found on page 36 of this handbook.

### 4. The Academic Year

#### 2018-19 Semester and Term Dates:

<table>
<thead>
<tr>
<th></th>
<th>Monday 24 September 2018</th>
<th>Friday 14 December 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Term</td>
<td>Monday 7 January 2019</td>
<td>Friday 29 March 2019</td>
</tr>
<tr>
<td>Spring Term</td>
<td>Monday 29 April 2019</td>
<td>Friday 14 June 2019</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Monday 24 September 2018</td>
<td>Friday 25 January 2019</td>
</tr>
<tr>
<td>Semester 1</td>
<td>Monday 28 January 2019</td>
<td>Friday 14 June 2019</td>
</tr>
</tbody>
</table>

**Undergraduate:**

The undergraduate academic year is organised into three terms. Major holidays (Christmas and Easter) occur between terms. The undergraduate academic year is ALSO organised into two semesters. Semester 1 includes 1 week of induction and registration, 12 teaching weeks, and 2 examination weeks; Semester 2 includes 12 teaching weeks and 3 examination weeks. You are expected to be in attendance during every term and for all teaching and examination weeks during the semesters.

**Postgraduate:**

The postgraduate academic year is organised within the general framework of three terms/two semesters, with a dissertation undertaken wholly or in part during the period June to August.
Examination dates: Most examinations are scheduled at the end of Semester 1 (January) or Semester 2 (May/June), but if you do not pass at the first attempt, you may be required to take an additional resit examination at the end of August.

2018/19 Exam Dates:

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Monday 14 January 2019 to Friday 25 January 2019 (including Saturday 19 January)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Two</td>
<td>Monday 20 May 2019 to Friday 7 June 2019 (including Saturday 25 May and Saturday 1 June)</td>
</tr>
<tr>
<td>Resits</td>
<td>Monday 19 August 2019 to Friday 30 August 2019 (including Saturday 24 August)</td>
</tr>
</tbody>
</table>

You must ensure that you are available during all term time periods and examination periods.

5. Induction Timetable

A full programme of induction takes place during the first week of the academic year.

If you are a Stage One student this will include essential information about the University, the HASS Faculty, your degree, the School and studying, and introductions to the library and University computer facilities.

If you are entering Stage Two you will have an introduction to the structure of the curriculum, as well as careers information.

If you are a Stage Three student there will be vital information about Special Subjects, the structure of the curriculum (which may include a dissertation), and careers.

During this week, you will have the opportunity to see your personal tutor, meet your student mentor, senior tutor and other staff.

A full induction programme can be found at: [http://www.ncl.ac.uk/hca/students/new-students/](http://www.ncl.ac.uk/hca/students/new-students/)

6. University Timetables

You should use the student timetables website ([www.ncl.ac.uk/timetable](http://www.ncl.ac.uk/timetable)) to access your timetable as well as information on how to read it, find your way around campus, locate teaching rooms and buildings, and link your timetable to your smartphone. There is also a guide for students on understanding the timetable here: [www.ncl.ac.uk/timetable/StudentTimetableGuide.pdf](http://www.ncl.ac.uk/timetable/StudentTimetableGuide.pdf).

Please note that the timetable is subject to change during the semester – especially at the beginning of each semester – so please check the website regularly.

7. The Student Charter and the Newcastle Offer

Newcastle University and the School aim to provide a high standard of teaching and a rich academic environment in which to learn and study. To this end, you will find that much of a staff member’s time, particularly during term-time, is devoted to all the aspects of teaching. You should, however, be aware of the other academic activities – both research and outside engagement – that staff members undertake and which make calls upon their time. The Student Charter ([https://www.ncl.ac.uk/pre-arrival/regulations/#studentcharter](https://www.ncl.ac.uk/pre-arrival/regulations/#studentcharter)) clarifies exactly what you can expect from the University during your time on campus. In summary, you can expect the University and School to:

- Provide a modern curriculum and high standards of teaching
- Provide relevant information about the degree programme and individual modules
- Provide opportunities for you to develop graduate and research skills
- Provide access to an excellent library and IT facilities
- Work with you to listen to student feedback and shape the University experience
- Publish clear information on programme costs, payment options and any additional costs
As a University student, you must take responsibility for your own approach to studying and learning. The emphasis in class time will be on providing information and ideas, but you are expected to make the best use of the information that is presented to you. This requires regular attendance at all sessions in your timetable and submission of all assignments by the due dates. It also requires considerable study outside formal contact hours. In particular, the Student Charter clarifies exactly what is expected of all students.

In summary, you are expected to:

- Attend and participate in all timetabled activities
- Familiarise yourself with all information provided by the University and follow recognised procedures
- Take responsibility for your own learning and devote the necessary time in private study to understand and learn the material
- Submit all work on time and collect your feedback when it is returned
- Seek help if you are encountering any difficulties and tell your personal tutor of any health or personal problems that could affect your work
- Work with your student representatives to ensure that you make staff aware of any problems or things working well in the School
- Complete feedback forms such as module evaluation forms and surveys to help the School and University improve

As a University student, you are expected to maintain the highest levels of behaviour and consideration toward other students, staff and members of the wider community. The University expects students to conduct themselves in a reasonable and appropriate manner at all times, both on and off campus, to foster mutual respect and understanding. This includes:

- Behaving and communicating in ways that are unlikely to offend others.
- Complying with all reasonable requests from staff
- Being considerate to neighbours, especially in relation to noise levels and rubbish
- Acting within the law.

To register at the University, you must accept the following declaration as part of the online registration process. ‘I hereby promise to conform to the discipline of the University and to all statutes, regulations and rules in force for the time being in so far as they concern me’. The Student Discipline procedure can be accessed via the following link http://www.ncl.ac.uk/students/progress/Regulations/SPS/disciplinary.htm

The Newcastle Offer provides additional explanation about what the University offers undergraduate students for their fees and explains how the University delivers on its promises. More information on the Newcastle Offer is available here:

http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/charter/

8. Attendance

The University wishes to support all students to the completion of a programme of study and we know that good attendance plays an important part in successful outcomes. It is important that all students adhere to the terms of the Student Charter and attend all timetabled sessions in a punctual manner. The University also has a legal obligation to monitor the attendance of international students and to report to UK Visa and Immigration, any student who is not attending regularly.

Attendance at classes is monitored to help us to identify, contact and support at an early stage any student whose attendance record gives us cause for concern. On some degree programmes most or all classes are monitored, and in others just a proportion. We use the SMART card scanners located throughout campus to
record attendance and your attendance at timetabled classes is recorded whenever you are asked to scan your SMART card. Different degree programmes record attendance at different types of classes and your programme's policy on which types of classes it monitors should be made clear to you at induction.

If you are unable to attend for any reason, you should notify your School by promptly submitting an absence request form along with any necessary evidence. You can do this through S3P. International students should also seek approval for vacations or plans to leave the UK in the summer period, as this may have implications for your visa.

A significant number of absences could mean that your School may consider that you are not making ‘satisfactory progress’ and action may be taken under the University General Regulations that could result in termination of your programme of study. International students should note that persistent and unauthorised/unexplained absence, even for compassionate and compelling reasons, may be communicated to UK Visas and Immigration which could result in your UK visa being curtailed.

See [http://www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/](http://www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/) for more information on University attendance requirements.

### 9. Student Self Service Portal (S3P)

The Student Self Service Portal (S3P) allows you to register on your programme of study and keep your personal details up to date. You can also pay fees online, produce standard documents to confirm your status (e.g., for council tax purposes) and report an absence to the School. Use this system as your first point of call if you want to:

- Register on your programme of study
- Keep details (addresses, etc.) up to date
- Pay fees
- View and print documentation to confirm your student status
- Confirm module choices for the next academic year
- Report an absence to the School
- Submit a Personal Extenuating Circumstance (PEC) form

Further detail is available here: [http://www.ncl.ac.uk/students/progress/student-resources/s3p/](http://www.ncl.ac.uk/students/progress/student-resources/s3p/)

You can log in here: [https://s3p.ncl.ac.uk/login/index.aspx](https://s3p.ncl.ac.uk/login/index.aspx)

Remember that S3P does not use your campus log-in details. You will need your campus username and a DIFFERENT password.

### 10. Incoming Erasmus, Exchange and Study Abroad Students

In the School of History, Classics and Archaeology (HCA), we offer a wide selection of courses to incoming Erasmus, Loyola, study-abroad and exchange students. Advanced language modules in Classics are year-long courses, while most other modules are only one-semester long. Semester-long modules taught in the School are normally worth 20 credits (= 10 ECTS credits), although different options may be available. It is also possible to take ONE module outside of the School each semester. A list of available modules can be found at: [http://www.ncl.ac.uk/international/studyabroad/module/](http://www.ncl.ac.uk/international/studyabroad/module/)

Please note that restrictions apply to Erasmus students as follows: Stage 3 modules can be made available ONLY with the agreement of the Head of Subject AND of the Module Leader. This option must be discussed in person at the beginning of your exchange period. Also, several stage 2 modules are capped to a maximum of 5 Erasmus students and places are allocated on a first-come, first-served basis. None of these restrictions apply to Loyola, exchange, or study-abroad students. Finally, note that CLA2099 and CAH2009 are NOT open to any incoming student.

**Module choice**
Modules can be chosen during the first two weeks of each semester. Once you’ve made up your mind you must fill in and submit a Module Selection Form online at https://forms.ncl.ac.uk/view.php?id=11171170. It is your responsibility to check that there are no timetable clashes between the modules you have chosen. The timetable can be found at: http://www.ncl.ac.uk/timetable/

Assessment

All Erasmus students at Newcastle University are expected to do the same assessment as students registered for a degree unless they have compelling reasons not to do so. If this is the case, they are offered the alternative of writing one 3,000 word essay to be handed in by 12.00 p.m. of the Friday of the first week of the assessment period. This will replace all assessment work required of other students on the module. In order to take up this option, students need to discuss it with the Study Abroad Co-ordinator and their module leader, having checked with their home university that the new assessment will be accepted by them. The Study Abroad Co-ordinator will have the final say on such issues.

Study-abroad, non-Erasmus exchange and Loyola students spending semester 1 only are required to finish their assessment while in Newcastle. This will require the provision of an alternative assessment before the end of teaching week 12. The alternative form of assessment for all semester 1 non-EU study abroad students will be two 1,500 word essays in addition to the other coursework assessment. The essays should be set so as to assure full coverage of the course content.

Study-abroad, exchange proper and Loyola students spending the whole academic year or semester 2 are required to complete the standard assessment as set out in the MOF under all circumstances.

Plagiarism and cheating

All assessed work at HCA is electronically checked for plagiarism (i.e. whether or not you have acknowledged the sources of your information, or have submitted the same assignment twice under different titles). This is done using a computer program called Turnitin. You are required to submit your assignments electronically through Blackboard for automatic processing with Turnitin. Instructions on how to use Blackboard are available from the School Office; they will also be sent to your University email account.

Failing an exam

Not unlike domestic students, you will be given the opportunity to re-sit the exams you may happen to fail. Please make sure you discuss how to do this with the School Exchange Coordinator before you leave Newcastle, or by telephone/email if you have already returned to your home country.

Grades

In British universities, grading is based on a percentage system where 0% is the worst possible mark and 100% is the top score. A pass is placed at 40%, while a first is placed at 70% or over. Please check your Degree Programme Handbook for marking criteria. When you have completed your period of study at Newcastle, your home university will be given a transcript stating the courses that you have taken here and the Newcastle grades awarded. Transcripts will normally be available in July.

Credits

It is your responsibility to check with your home university if they give credits for the modules you take at Newcastle. Not unlike home students, international students normally take three 20 credit modules per semester in order to obtain 60 Newcastle credits (= 30 ECTS credits), but different crediting systems may apply to non-EU students. Further information concerning credit transfer and grade equivalence can be found at: http://www.ncl.ac.uk/mobility/newcastle/study-abroad/credit-transfer/

Learning agreement

Erasmus students ought to fill in their Learning Agreement once they have decided which modules they will take at Newcastle. It is the student’s responsibility to have the Learning Agreement signed by the School Exchange Coordinator and the Institutional Coordinator before they leave Newcastle.

Sorting problems

The School Exchange Coordinator and Institutional Coordinator will be happy to assist you in sorting any academic and personal problem you may experience while staying at Newcastle. The university also offers a
free and confidential counselling service open to all students. Further information can be found at: http://www.ncl.ac.uk/students/wellbeing

School Office and International Office

The School Office is located on the 1st floor of the Armstrong Building. It is open Monday to Friday 8.45am to 4pm. The International Office is located in King’s Gate. Students will normally be seen by appointment.

Heads of Subjects and other useful contacts

History: Dr Felix Schulz (felix.schulz@newcastle.ac.uk)
Classics: Dr Rowland Smith (rowland.smith@newcastle.ac.uk)
Archaeology: Dr Chris Fowler (chris.fowler@ncl.ac.uk)
School Exchange Coordinator: Dr Katie East (Katherine.East@newcastle.ac.uk)
Newcastle Institutional Coordinator (King’s Gate): tonia.cook@ncl.ac.uk

B. Degree Programme and Module Information

1. Overview and Important Definitions

This section provides information specific to your degree programme. It is important you that have an understanding of the programme as a whole and how each module and stage contributes to it.

Key Definitions:

Module – an element within a programme of study. The size of the module (relative to the programme as a whole) is measured with reference to your learning time. The normal undergraduate academic year is 120 credits, and the normal postgraduate year is 180 credits. Your total study time is expected to total 100 hours for each 10-credit module.

Compulsory modules – modules that you must take in order to fulfil the requirements of the Degree Programme

Core modules – those modules which you must PASS to be allowed to proceed

Optional modules – those which you choose to take because they suit your interests and career aspirations

Aims – each programme will have a set of aims that explains the overall goals of the programme. These aims will relate to programme structure, student outcomes, placements (where relevant), and accrediting bodies (where relevant). Modules will also have a set of aims that explains the primary objectives of each specific module.

Learning outcomes – each programme will have a set of learning outcomes that specifies the skills and knowledge that students are expected to develop over the course of the programme. Modules will also have specific skills outcomes and knowledge outcomes that specify what you will learn and what skills you will develop on each module.

Degree programme regulations – explain which modules can be taken, programme-specific progression rules (i.e., how to ensure that you advance to the next stage), and programme-specific degree classification rules (i.e., how your final degree classification will be determined). All degree programme regulations are available here: http://www.ncl.ac.uk/regulations/docs/

Degree programme specifications – the specifications for each degree programme contain information on the aims, learning outcomes, teaching and learning methods and assessment strategies specific to each
2. Degree Programme Aims, Specifications and Regulations

Programme Aims:
The aims of the programme are:

- Have a sound knowledge and understanding of the subject of archaeology and an in-depth knowledge and understanding of self-selected specialist areas within the subject.
- Have developed a range of subject-specific skills (including those needed to carry out archaeological investigations) as well as the intellectual and key skills to equip them for lifelong learning.
- Are aware of archaeological remains and of their role in contemporary communities.
- Have been provided with an opportunity to study archaeology in an environment enhanced by research, and by the rich heritage resources of the British Isles (most particularly the North-East of England)
- Will be capable of going on to further study, or undertaking a wide variety of jobs in archaeology, history, industry, commerce and the public sector.

The School of History, Classics and Archaeology aims to provide a programme:

- In which teaching is informed by research, both relevant research in the discipline of archaeology, and research carried out by members of staff
- Which meets standards set out in university policies. Where courses of study take place outside the university during ERASMUS exchanges the standards will comply with the appropriate university policies on placements

Learning Outcomes
The programme provides opportunities for students to develop and demonstrate knowledge, understanding and both discipline-related and key skills in the areas listed below. It has been designed to meet the demands of the Graduate Skills Framework, available at http://www.ncl.ac.uk/quilt/assets/documents/gsf-framework.pdf

Knowledge and Understanding
On completing the programme students should:

- Be aware of the diverse sources of evidence used by archaeologists (including excavated, documentary, representational, artefactual, environmental and scientific data), knowledge of the nature of these forms of evidence, and a critical appreciation of the methodologies by which data can be acquired, analysed and interpreted from such sources.
- Demonstrate knowledge and understanding of the basic concepts, theories and methods underpinning archaeology, with an ability to think critically about practice and interpretation in both subject areas.
- Have a broad and comparative knowledge of the prehistoric and historical archaeology of selected geographical regions and chronological periods.
- Show knowledge and understanding at an intensive level of the sources and historiography, and/or the archaeological record and history of archaeological enquiry, relating to relatively short periods or limited topics in human history, acquired through studying with scholars at the forefront of their fields, in a cutting edge research environment.
- Demonstrate knowledge of the origins and development of the discipline of archaeology.
- Have acquired knowledge and understanding of national and regional archaeological remains and resources.

Intellectual skills
On completing the programme students should be able to:

- Locate, extract, evaluate and analyse different sorts of data.
- Use analytical reasoning and critical skills in reading, writing and debating.
- Use appropriate evidence to support a sustained argument or line of reasoning.
- Adapt effectively to new and/or unexpected questions or problems.
- Demonstrate intellectual independence.

**Practical Skills**

On completing the programme students should be able to:

- Produce clear, succinct, accurate, well-planned and coherent presentations in both written and oral forms
- Appreciate different interpretations of past events and processes, and be able to argue for and contest particular theories and points of interpretation
- Use practical and fieldwork skills in the observation and study of the physical remains of past societies, and the investigation, recording, collection, excavation and presentation of archaeological materials
- Appreciate the political and social significance of archaeological remains, and take a responsible attitude to their study, interpretation, preservation and presentation
- Apply the research skills required to process and evaluate historical and archaeological data, and produce thereby a dissertation

**Transferable Key Skills**

On completing the programme students should be able to:

- Listen and take notes effectively
- Work independently, both in completing directed reading and assignments and in pursuing, with guidance, a self-directed research trajectory - for example by writing a dissertation.
- Employ a variety of IT skills (including word-processing and spread sheet programmes, PowerPoint, email, Blackboard and the internet)
- Communicate information and ideas in writing, verbally and through oral and graphic presentations
- Adapt to varied working environments, problems and challenges
- Work with others in producing written and oral reports and presentations, work as part of a team in a fieldwork environment, and respect the viewpoints of others
- Manage their time effectively and be able to work to deadlines

### 3. Modules and Module Choices

The Degree Programme Regulations for your programme explain which modules are compulsory, core, and/or optional on your degree programme. You can look up information on each module in the Module Catalogue ([http://www.ncl.ac.uk/module-catalogue/](http://www.ncl.ac.uk/module-catalogue/)). This module page will provide key information, including the number of credits, the types of assessment, the types of teaching activities, and the number of contact hours. It also explains how many hours you are expected to spend in independent study, including lecture follow-up, completing coursework, doing background reading, and revising for your exams. The module outline will also explain the aims and learning outcomes of the module and provide you with an overview of the syllabus.

Stage 1 students complete module selection in Induction Week, and all students will be provided with information to help you select your optional modules. Before submitting your selections, you should meet with your personal tutor to ensure that they are appropriate and that they fit with the Degree Programme Regulations.

The Module Catalogue is rolled forward to the next academic year in March of each year. All continuing students (except for final year students) use S3P to register for your next stage around Easter each year. The S3P system knows what programme you are studying and whether you are studying full time or part time. The system will only let you select the modules associated with your programme to the value of the credits for the stage of your programme.
4. Teaching and Contact Hours

You will experience a variety of types of teaching during your time at University, each of which has different learning objectives and each of which will contribute to your learning experience in different ways. The University has definitions of the key types of teaching (http://www.ncl.ac.uk/ltds/assets/documents/res-contacthours-mofs.pdf), but the amount and types of contact time vary quite a bit between modules, stages, and programmes.

The average number of contact hours is about 9 hours per week in stage one and two (plus tutorials, general meetings etc.). In stage three, when most students will be spending time researching a dissertation, the average contact time is about 7 hours per week.

In most programmes there will be field trips and/or field work. Students taking language courses, either in Classical Languages or as an outside option in the School of Modern Languages will probably have more that the average number of hours.

5. Graduate Skills Framework

Your University programme is primarily intended to educate you in a particular discipline, but it will also provide training in transferable skills and personal development. The University maps these skills according to the Graduate Skills Framework (http://www.ncl.ac.uk/ltds/assets/documents/str-qsf-framework.pdf).

Each of your modules will be clearly linked to a series of graduate skills, some of which will be present in the learning and teaching activities and some of which will be assessed. You will be able to identify which skills are present in each module by looking at the module catalogue entry (http://www.ncl.ac.uk/module-catalogue/modules.php). Identifying the skills present in each module that you take will help you to recognise key skills that you can mention in interviews and on your CV.

6. Additional Costs

Fieldtrips built into modules do not incur additional costs. Students are however advised to budget for an average of £20 pa (for all three years) for additional field trips and study visits. Students receive £300 annually towards their required 2- week fieldwork placements at the end of Stages 1 and Stage 2 (£400 for those undertaking internal placements, with a member of the Newcastle staff). In cases (for example where students elect to excavate abroad) additional costs will need to be met individually. Students need to purchase a trowel for fieldwork (this will cost £10-£20), and we recommend they obtain an Archaeology skills passport (£8.50 from BAJR, http://www.archaeologyskills.co.uk/).

7. Placements and Study Abroad Opportunities

The School of History, Classics, and Archaeology participates in the European Union student exchange scheme (SOERACES/ ERASMUS). It offers invaluable opportunities to anybody who wants to learn more about another country, experience a different culture, and improve their knowledge or understanding of another language. It will help you to see both your degree and your career options from a different angle, and more often than not, it will be a positive advantage in career terms. Above all, living abroad is a unique experience, and one not to be missed if you have the opportunity. At present there are exchanges with the following continental universities:

<table>
<thead>
<tr>
<th>University of Cyprus</th>
<th>Cyprus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles University in Prague</td>
<td>Czech Republic</td>
</tr>
<tr>
<td>University of Turku</td>
<td>Finland</td>
</tr>
<tr>
<td>Université Paris Diderot (Paris VII)</td>
<td>France</td>
</tr>
</tbody>
</table>
The scheme is supported by a grant which should cover the cost of a return trip to your exchange university, and will contribute something towards the living abroad.

Enquiries should be directed to the ERASMUS Coordinator, Dr Katie East. Places will be allocated on a first come first served basis but bear in mind that to study in Europe you will be expected to have a satisfactory knowledge of the language. Some of our partner institutions, however, particularly those in Northern and Central Europe, offer a number of their courses in English, so fluency in a language is not always necessary. It will very much depend on where you choose to study.

Current exchange opportunities are also available in the following non-EU countries:

<table>
<thead>
<tr>
<th>University</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Adelaide</td>
<td>Australia</td>
</tr>
<tr>
<td>Monash University</td>
<td>Australia</td>
</tr>
<tr>
<td>University of New South Wales</td>
<td>Australia</td>
</tr>
<tr>
<td>University of Sydney</td>
<td>Australia</td>
</tr>
<tr>
<td>Pontificia Universidade Catolica do Rio Grande do Sol (PURCS)</td>
<td>Brazil</td>
</tr>
<tr>
<td>University of Calgary</td>
<td>Canada</td>
</tr>
<tr>
<td>Concordia University</td>
<td>Canada</td>
</tr>
<tr>
<td>McGill University</td>
<td>Canada</td>
</tr>
<tr>
<td>University of Ottawa</td>
<td>Canada</td>
</tr>
<tr>
<td>University of Waterloo</td>
<td>Canada</td>
</tr>
<tr>
<td>Pontifical Catholic University of Chile</td>
<td>Chile</td>
</tr>
<tr>
<td>University of Hong Kong</td>
<td>Hong Kong</td>
</tr>
<tr>
<td>City University of Hong Kong</td>
<td>Hong Kong</td>
</tr>
<tr>
<td>National University of Singapore</td>
<td>Singapore</td>
</tr>
<tr>
<td>Nanyang Technological University</td>
<td>Singapore</td>
</tr>
<tr>
<td>Seoul National University</td>
<td>South Korea</td>
</tr>
<tr>
<td>Indiana University - Purdue University, Indianapolis</td>
<td>USA</td>
</tr>
<tr>
<td>University of Maryland, Baltimore County</td>
<td>USA</td>
</tr>
<tr>
<td>State University of New York at Buffalo</td>
<td>USA</td>
</tr>
<tr>
<td>St Cloud State University</td>
<td>USA</td>
</tr>
<tr>
<td>University of Vermont</td>
<td>USA</td>
</tr>
<tr>
<td>University of Pittsburgh</td>
<td>USA</td>
</tr>
<tr>
<td>Central Michigan University</td>
<td>USA</td>
</tr>
</tbody>
</table>

Unlike the ERASMUS exchange programme, non-EU programmes are entirely self-financing. You will need to continue to pay tuition fees to Newcastle University whilst studying abroad however this does not affect your right to apply for (or receive) a student loan. Please note that the University of Illinois at Urbana-Champaign charges an administration fee to all students, be they home, or study-abroad.
C. Student Support

1. Personal Tutoring

When you arrive at University, will you be assigned a personal tutor. This is an academic member of staff who acts as your first point of contact with the University, and he/she can provide you with any information or advice that you may need throughout your academic career.

The role of a personal tutor, as described in the Framework for Personal Tutoring (http://www.ncl.ac.uk/ltds/assets/documents/qsh-personaltutoring-fwk.pdf), is to facilitate students’ personal and academic growth. The personal tutor is there to help with any issues you may have, from personal problems that could be affecting your studies, to giving advice when picking modules, to just being available for a chat.

At a bare minimum, you should see your personal tutor once during Semester 1 of your first year and then after that your tutor will offer you a meeting at least once a semester. You should take the initiative to schedule meetings with your personal tutor if you need to talk about any difficulties.

It is possible to change your personal tutor if you’re unhappy for any reason (e.g., if you have a male personal tutor and would feel more comfortable with a female one). You don’t have to give any reasons for changing your tutor. Your School will be able to explain the procedures for changing your tutor.

If you are an undergraduate student, all tutor meetings will be recorded through ePortfolio (either you or the tutor can initiate a meeting, through email, phone or ePortfolio). The record can be made after the meeting, and the only requirement is that the record states when the meeting took place. You can also make notes on your meetings and keep them in ePortfolio – this is a good place to keep track of your concerns and any decisions that you’re making with the help of your personal tutor. You can be assured that the meeting record on ePortfolio is strictly confidential, and only those people who attended the meeting (and possibly the Senior Tutor) will be able to see your notes. If you are a taught postgraduate student, ePortfolio will record the offer of a meeting by your personal tutor.

The personal tutor system depends upon you and your personal tutor both contributing to the relationship: a personal tutor can’t help you if you don’t show up to a meeting, and you need to be open and honest with your tutor in order to receive the best advice. At the end of your degree, you can ask personal tutors to provide you with references – for these to be good references, your personal tutor needs to know you will enough to write them. This means that you should attend all arranged meetings, respond promptly to emails, and keep your personal tutor informed if you have any concerns.

2. Peer Mentoring

All new undergraduate students will be assigned a peer mentor who will have made contact with you prior to starting University. The goal of peer mentoring is to enable all students to make a smooth transition to feeling at home and settled into the University community – academically, socially and culturally – through access to the advice and support of a more experienced peer.

Your peer mentor can serve as a role model and help you to understand what is expected of you at University. Your mentor should also be very approachable and can help answer questions that you might not want to ask staff. Your peer mentor can also tell you about the social scene at the University and in Newcastle and help to answer practical questions about budgeting, sport facilities, the library, taking lecture notes, accommodation etc.
Your peer mentor will set up a social media network (using tools such as Facebook or Yammer) to help support this process so remember look out for information from them. You will also receive a Mentee Handbook to explain the benefits of the scheme, expectations and support available.

The University has a policy that explains peer mentoring schemes (http://www.ncl.ac.uk/ltds/assets/documents/qsh-peerment-principles.pdf).

3. Other Sources of Support in Your School

Your personal tutor should always be your first point of contact if you have questions or concerns, but he/she may point you in the direction of other people in the School.

The Degree Programme Director (DPD) is responsible for the structure, content and standards of your degree programme. His/her role may involve module development, changes to course content, and recruitment activities. Your personal tutor may refer you to the DPD to discuss academic issues.

The Senior Tutor acts as a coordinator between the School and central University services. He/she also acts as a second point of contact if your personal tutor is absent from the University and may provide support for you and your tutor if any complicated issues arise. The Senior Tutor focuses on supporting students who may have personal circumstances that are affecting their overall performance, rather than specific academic issues.

4. Student Services (King’s Gate)

King’s Gate building provides access to many services you may need, all in one single location. Current opening hours for King’s Gate are as follows:

- Monday and Tuesday – 9 a.m. to 5 p.m.
- Wednesday – 10 a.m. to 5 p.m.
- Thursday and Friday – 9 a.m. to 5 p.m.

When you arrive at King’s Gate, you should go first to the Interaction Team (I-Team) on Level 2. They are your first point of contact for any questions about Academic Support, Accommodation, Fees/Funding/Finance, Health/Wellbeing, Exchange/Study Abroad, and Visa Support. All of these types of support are explained below.

Both drop-in and pre-booked appointments are available. More information is available here: https://my.ncl.ac.uk/students/kingsgate (you will need to cut and paste this URL into your browser)

There are a number of services available; the key services are explained here

5. Student Advice Centre

The Student Advice Centre is a service of the Students’ Union staffed by professionals who specialise in student concerns. They can help you by providing information; listening to any problems; advising on the options open; helping you resolve difficulties; and referring you to any relevant agency (they cannot recommend any commercial companies however). They may even take on your case for you, even to the representation stage. You can browse through a range of information, help yourself to leaflets and obtain forms (benefits, help with NHS charges, Access to Hardship Funds etc.). More information is available from the SAC website: www.nusu.co.uk/sac

The Student Advice Centre cannot provide immigration advice to International students. If you have immigration questions, you should contact the Visa and Immigration Service (VIS) at King’s Gate for advice.

The Student Advice Centre is situated on the ground floor of the Students’ Union Building. Opening times vary throughout the year, so you could check the weekly schedule before dropping by: https://www.nusu.co.uk/support/sac/openingtimes/
During term-time, you may drop in for a brief session with one of the advisers, but for complex or serious problems (requiring more than 20 minutes to discuss), you should make an appointment.

Telephone 0191 239 3979; or e-mail: student-advice-centre@ncl.ac.uk

Note that anything you say to any of the staff will be treated in strictest confidence and not disclosed without your consent; also that the Union, including the Student Advice Centre, is independent of the University structure and primarily concerned with its members’ welfare.

D. Circumstances affecting your studies

1 If you are ill or away from the University for Personal Reasons

If you are ill at any point while at University, you should inform your personal tutor as soon as possible. If you are absent for more than three working days (Monday through Friday), you must complete a Student Notice of Absence form from S3P. These are submitted electronically through S3P and are received by the school office. It is your responsibility to inform the individual Lecturers/Seminar Group Leaders of the classes you have missed or are going to miss. Please also notify your Personal Tutor. If you are absent for more than seven working days, you must obtain a medical certificate from your doctor and send it to the School office as well.

The Student Notice of Absence form should also be used for absences other than sickness – i.e. when you need to be away from the University for personal reasons.

If you believe that your absence has affected your academic performance in an assessment (coursework or exam) or prevented you from attending a required session, you should inform your personal tutor. You should also fill in a Personal Extenuating Circumstances (PEC) form to explain how your illness as affected your studies. If you are reluctant for any details to be known, even to your tutor, because they are sensitive, then you can provide a confidential letter and information in a sealed envelope for the Chair of the School PEC committee.

More information about sickness and absence procedure is available here: http://www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/sickness.htm.

2 Personal Extenuating Circumstances

Students who believe that their study or ability to complete assessments is being adversely affected by unforeseen and unavoidable personal extenuating circumstances should advise their School by completing the online Personal Extenuating Circumstances (PEC) Form via S3P as close as possible to the time that the problem arose and in advance of any imposed school deadline, so that appropriate adjustments can be considered. Students are advised to carefully read the Guidance for Submission of Personal Extenuating Circumstances which can be found on the Student Progress Webpages at (http://www.ncl.ac.uk/students/progress/student-resources/help/) before submitting a PEC application.

Students are strongly encouraged to discuss significant personal circumstances with their Personal Tutor or other member of staff. Tutors may be able to advise how to phrase the application or whether alternate sources of help may apply. Also, tutors may be able to provide a statement of support, which will be taken in to account when a case is considered.

The PEC form enables the School to consider each case on its merits and, if possible, make an appropriate adjustment. Possible adjustments will vary depending on the time of year, but could include:

- an extension to the hand-in date for a piece of work;
- an exemption for a minor item of course work;
- a deferral of the assessment to the next normal occasion – generally a deferral to August;
- a deferral of the assessment to a later normal occasion;
- permission to set aside (ignore) attempts at assessments;
- permission to sit an extraordinary examination – i.e. setting an examination at an unusual time;
- permission to repeat tuition in residence;
- permission to proceed to the next Stage carrying fails;
- permission to repeat a period of tuition, setting aside previous attempts (e.g. re-doing a Stage or Semester as if for the first time)
- recommending discretion at the Board of Examiners – e.g. potentially allowing you to pass the stage despite having failed a core module; allowing you to pass a module by discretion; altering your degree classification where there is evidence to support this decision.

**NB** - personal extenuating circumstances cannot result in existing marks being changed.

It is the student’s responsibility to report any significant personal or extenuating circumstances that had a substantial impact on their performance in their studies or in their assessments/examinations immediately and in advance of an assessment deadline or by the school published deadline for consideration by a Personal Extenuating Circumstances Committee (PECC) or Board of Examiners (BoE).

It is the student’s responsibility to provide evidence to back up their PEC application. Evidence should outline the problems faced and the period of impact – e.g. doctor’s notes, a statement of support from a tutor, letter from an employer etc. It is recognised that this can be difficult, but a request is more likely to be approved if evidence is available – particularly evidence of the impact on the specific module/assessment and at the time of the assessment.

Requests for adjustments that relate to the following, are not normally accepted as the basis of a PEC application:

i. Instances where an appropriate adjustment has already been made.
ii. Retrospective report of illness or other extenuating circumstances, without good reason.
iii. Ongoing medical conditions/disabilities including learning disabilities, or mental health conditions for which the student is already receiving reasonable adjustments via a Student Support Recommendation (SSR).
iv. Transport problems, excepting those where it can be shown that adequate time had been allowed.
v. Unspecified anxiety or examination stress
vi. Minor infection such as coughs, colds, headaches or hay fever, unless supported by specific medical evidence.
vii. Distress relating to family pet.
viii. Holidays, house moves, sporting or other social commitments.
ix. Known employment or financial responsibilities.
x. Problems with personal computers, printers or other technology.
xi. Where the circumstances could have been avoided, particularly due to poor time management.

The PEC Procedures and Submission Guidance are available at [http://www.ncl.ac.uk/students/progress/student-resources/help/](http://www.ncl.ac.uk/students/progress/student-resources/help/)

Submission Guidance [http://www.ncl.ac.uk/students/progress/student-resources/help/](http://www.ncl.ac.uk/students/progress/student-resources/help/)

### 3 Change of Circumstances (Transfer, Suspend Studies or Withdraw)

Sometimes circumstances do change, and you may decide that you want to transfer degree programmes, suspend your studies or withdraw from the University. If you are thinking about any of these scenarios, you should first speak with your personal tutor so that you can discuss your options. You can also seek confidential advice from Student Wellbeing: [http://www.ncl.ac.uk/students/wellbeing/about/student/](http://www.ncl.ac.uk/students/wellbeing/about/student/).

If you transfer from one programme in the University to another, you may also be able to transfer the credits and marks that you have earned. You will need to discuss this with the Degree Programme Director of both programmes.
Permission to make these changes often depends upon approval from the Degree Programme Director. More information on the relevant procedures and the forms you may need to fill in is available here: http://www.ncl.ac.uk/students/progress/student-resources/change/. Your personal tutor should be able to help you complete these forms if necessary.

4 Complaints and Appeals

The Student Complaints and Resolution Procedure is the University’s formal complaints procedure under the Student Charter. It is intended to allow students to make a complaint about a service, a member of staff or another student within the University. The procedure applies to all formal complaints, including those related to harassment or racial equality. You can seek advice on the complaints procedure from Student Progress Service: http://www.ncl.ac.uk/students/progress/Regulations/SPS/complaints.htm.

A complaint can be made on nearly any aspect of your academic studies, but you should be prepared to provide evidence to support any allegation. Please note: a complaint cannot be used to seek to overturn the academic decision of examiners. In all cases you should consider trying to resolve your complaint informally with the individual concerned. Usually, before a formal complaint is accepted, you should have tried to resolve the issue informally. If you have a complaint you would like resolved please contact the School via HCAresolutions@newcastle.ac.uk.

If you remain unhappy after receipt of your Level 1 outcome or you consider your complaint is still not resolved, you can submit a complaint under Level 2 of the complaints procedure by submitting the Complaints Form and supporting evidence to casework@ncl.ac.uk.

If you want to complain about another student at the University you should contact the Casework Team by emailing casework@ncl.ac.uk. The email should contain a full explanation as to the nature of the concern, with supporting evidence. Student Progress Service may invite you to a meeting as part of the investigation. The allegation will normally be investigated under the University’s Disciplinary Procedure.

The Student Academic Queries and Appeals Procedure is for appeals against the decisions of the Boards of Examiners (except those related to assessment irregularities), Personal Extenuating Circumstance (PEC) Committees, and sanctions imposed under Unsatisfactory Progress procedures. More information is available here: http://www.ncl.ac.uk/students/progress/Regulations/SPS/appeals.htm.

Academic Queries and Appeals may only be made on the following grounds:

a) Grounds for academic appeal following Board of Examiners Decisions:
   - Personal Extenuating Circumstances (PEC) that you were unable to disclose in advance of the Board of Examiners meeting via a Personal Extenuating Circumstances (PEC) application, or were unable to provide evidence for at that time, or of which you were previously unaware.
   - Procedural irregularity on the part of the examiners.
   - Bias or prejudice on the part of an examiner or examiners.

b) Grounds for academic appeal following PEC Committee Decisions:
   - Procedural irregularity or other error on the part of the PEC Committee
   - Bias or prejudice on the part of the PEC Committee

c) Grounds for academic appeal following an Unsatisfactory Progress Decision:
   - Evidence which was not available or considered previously
   - Procedural irregularity
   - Bias or prejudice
- That the decision reached was perverse in that it was one which no reasonable person could have reached on the available evidence.

d) Grounds for academic appeal following a DPD Request Decision:
- Evidence which was not available or considered previously
- Procedural irregularity
- Bias or prejudice
- That the decision reached was perverse in that it was one which no reasonable person could have reached on the available evidence.

**Note:** An appeal relates to the decision of the examiners and should not be used to raise general complaints about tuition or support over the length of your degree programme. Appeals can be contacted at HCAappeals@ncl.ac.uk.

You are expected to make every effort to raise your assessment/progress query, in writing, with your School directly concerned in the first instance. Impartial advice on both procedures may also be sought from the Student Progress Service. Assistance with submitting a formal complaint or an appeal may be sought from the appropriate officer of the Students’ Union, from the Student Advice Centre, or from a Personal Tutor.

## E. Assessment and Feedback

### 1. Coursework Submission

University policy states that all submission deadlines must be published by the end of the second teaching week each semester. You should take note of these deadlines at the beginning of each semester and make sure you carefully plan when you will complete each assignment.

Across the University, Schools and module leaders ask students to submit their coursework in a variety of ways (i.e., through Blackboard, NESS, or in hard copy). Before submitting, make sure that you know exactly how to submit and if you need to submit multiple copies – this is especially important if you are taking modules in different Schools!

All module deadlines will be published in the relevant module handbook and will appear on Blackboard in the School of History, Classics and Archaeology Community section. A list of deadlines will also be displayed in the lobby area outside the School teaching rooms. The Degree Programme Director has authority to vary coursework deadlines if deemed necessary for the effective delivery of the programme.

The deadline for submitting work is **12pm** on the deadline date specified in the module handbook. Please complete an assignment submission form, attach it to your work and place it in the drop box outside of the School Office. You must also submit your assignment through Turnitin by 12pm.

You must adhere strictly to the word limits set for coursework assignments. It is HCA policy to allow +/- 5% leeway on each submission. Thus a 2000 word essay must be at least 1900 words and no more than 2100 words. Bibliographies are not included in the word count, but in text references and captions are. The dissertation in Stage 3 has a word limit expressed as a range. You may not go over or under the range.

**Assignment Submission Forms**

It is very important that you complete the submission form carefully. The submission form consists of several layers of carbon copies so that the Office can keep a record of your submission, so that the work can be marked anonymously, and so that you can easily obtain feedback on your work. If you complete the assignment submission form inaccurately or leave gaps, then some of these things will not happen. Please note that the submission form includes a declaration that the work being submitted is your own work.

Assignments must be submitted in hard copy and through Turnitin to be deemed as **fully** submitted.
Assignments are not given to the marker if they have not been submitted through Turnitin.

Please note all students must submit ONE hard copy of each assessment, unless otherwise stated in the module handbook.

These rules apply to work submitted for resits in the vacation, as well as to work submitted in term time. If you have to do resits, make sure that you obtain the forms in good time.

Submitted work and/or resit work will NOT be accepted via email, fax, or post. Any work submitted after 12pm will be marked as late.

Different Schools have different submission rules so if you are taking a module outside of the School please check with the relevant School Office for submission guidance.

If you wish to request an extension to the deadline for your submitted work, or to request any other adjustment to the assessment for the module, complete a PEC form. PEC stands for Personal and Extemporaneously Circumstances. Please note that extensions will only normally be granted in the following situations:

- Debilitating personal illness supported by a medical certificate
- Serious illness or death of a close relative
- Participation in a University-approved scheme for which strict guidelines for extensions/extra time will be issued
- In the case of part-time or work-based students, unplanned and unavoidable work commitments

Students are allowed to ‘self-certify’ illness for up to seven days. If you claim illness of longer than seven days you MUST provide a medical note.

PEC forms are to be completed online via the Student Self-Service Portal (S3P) http://www.ncl.ac.uk/students/progress/student-resources/s3p/

For further information regarding the PEC form please see section C2 page 14.

If you have any queries please contact the Teaching and Learning Co-ordinator, 0191 208 6614

Only the Degree Programme Director has the authority to approve changes in coursework submission deadlines once they are published. If a deadline does change, you will be given sufficient notice and a reason for the change.

More information about University policies on coursework submission and the return of feedback is available here: http://www.ncl.ac.uk/quilt/assets/documents/qsh-assmt-assessedwork-policy.pdf.

2. Turnitin and Plagiarism

The University makes routine plagiarism checks on all appropriate pieces of work. This means that your coursework assessments will be submitted to an electronic text matching software system (directly, by you, or by a member of staff). Your work will be checked against a database of web pages, academic articles and books, and other students’ papers (from Newcastle and other universities) and any matches between your work and those other sources highlighted. Matching text does not necessarily mean that you have plagiarised, since you may have correctly referenced text from other source.

When you submit your assignments, you will be told how you need to submit to ensure they are checked. There are some file restrictions and file size restrictions, and you will be given guidance on what you can and cannot submit. You should always ask your module leader if you have any questions about a specific assignment.

The University takes plagiarism and academic conduct very seriously, and you are expected to know how to reference other sources correctly.
### 3. Late Submission of Assessed Work

The deadline is the last moment that your work will be accepted. This means that you may submit your work early. The deadline for submitting work into the assignment drop box outside the School Office is **12PM** on the day outlined in the module handbook.

Work which is submitted after the deadline will be deemed as a late submission unless an extension has been granted.

The University has a set policy for late submissions, so you should be careful to submit all assessments well in advance of the deadline. If work is submitted within 7 calendar days of the deadline, it will be capped at the pass mark (40 for undergraduate programmes). If you submit a piece of work more than 7 days after the deadline, it will receive a mark of zero.

There are two circumstances in which late work will always receive a zero: if your piece of work is marked on a non-discriminatory marking scale (i.e. pass/fail or merit/pass/fail), or if you are submitting work for a re-sit assessment.

There may be pieces of coursework for which no late work is allowed. You will receive prior notification in these instances.

If you have a valid reason for submitting your work late (e.g. illness), you should submit a PEC form; there is more information on this form earlier in the handbook. Computer failures and transportation problems are not considered a legitimate excuse for late submission (unless NUIT has confirmed a University-wide computer failure).

The School is committed to helping all students fulfil their potential. If you believe you have a condition that might affect you academic performance, we strongly recommend that you contact Student Wellbeing Services ([http://www.ncl.ac.uk/students/wellbeing/about/student/](http://www.ncl.ac.uk/students/wellbeing/about/student/)) to have your needs assessed.

If you think these circumstances affect you then please ask your personal tutor or the Senior Tutor for advice.

### 4. Examinations

University exam period dates are published several years in advance ([http://www.ncl.ac.uk/students/progress/exams/exams/ExaminationDates.htm](http://www.ncl.ac.uk/students/progress/exams/exams/ExaminationDates.htm)). For 2018/19, Semester 1 exams will fall between 15 January and 25 January 2019; Semester 2 exams will fall between 20 May and 7 June 2019. Re-sit exams will take place from 19 August to 30 August 2019. Please note that examinations are scheduled on Saturdays during the main periods. You are expected to be available for examination at the University during all of the main periods.

The University publish a provisional exam timetable about 2 months in advance, so that you can check there are no clashes between your modules. A final exam timetable is published about 6 weeks before the exam period. It is your responsibility to check the timetable. You must also read and understand the Exam Rules which explain how you are expected to behave during exams: [http://www.ncl.ac.uk/students/progress/exams/exams/examrules.htm](http://www.ncl.ac.uk/students/progress/exams/exams/examrules.htm).

The University has a calculator policy for examinations. Students can only use three models of calculator (Casio FX-83GTPLUS, Casio FX-85GTPLUS, or Casio FX-115MS – or any discontinued models of the same calculator i.e. any calculator model that begins with ‘Casio FX-83’, ‘Casio FX-85’ or ‘Casio FX-115’).

When you are revising for your exams, you will almost certainly find it helpful to obtain copies of recent examination papers; these are available on the University website (https://www.ncl.ac.uk/exams/past-papers). Sample papers should be provided by the lecturer for new courses.

If you wish to be considered for alternative exam arrangements (e.g. extra time, rest breaks, use of a PC, smaller venue etc.) in light of a disability, specific learning difficulty or long term medical condition, then you should note that there are certain deadlines by which you must supply the appropriate medical evidence/documentation. For further information, you should contact the Student Wellbeing Service as soon as possible ([http://www.ncl.ac.uk/students/wellbeing/disability-support/support/examinations.htm](http://www.ncl.ac.uk/students/wellbeing/disability-support/support/examinations.htm)).
Examinations will generally take place on (or close to) campus, although there are exceptions to this rule. International students, for example, may apply to take a re-sit exam in their home country. More information is available from the Exams Office and in the University Policy on Off-Campus Assessments (http://www.ncl.ac.uk/ltds/assets/documents/qsh-assmt-offcampus-policy.pdf).

5. Feedback and Assignments

You will receive feedback on all of your coursework and exams. University policy states that feedback on coursework must be returned within 20 working days (Monday-Friday, not including Bank Holidays or University closure days). Exam feedback must be returned 20 working days from the end of the exam period; if this date falls during summer holidays, then it must be received at the start of the next semester/term. If feedback is going to be returned late for any reason, you will be informed in advance and told when you should expect to receive your feedback.

You will receive feedback in a variety of ways: written on your work, given verbally in lectures or tutorials, or provided on Blackboard or NESS. Feedback may come from lecturers, from your student peers, or from yourself. Learning to give yourself feedback is an important skill that you will continue to use after University. You are expected to use your feedback by looking at your work, the criteria for the work, and the feedback comments and thinking about how you can improve in future assessments.

Feedback on exams may be given in the form of general feedback to the entire cohort. This feedback may include, for example, information on what made good answers and poor answers on the exam, statistical information to show you how you are doing compared to the rest of the cohort, and/or feedback on exam strategies. You do have the right to request individual feedback, and students who are re-sitting exams should contact module leaders for feedback at least four weeks before the re-sit exam.

You should receive feedback on all examinations within 20-working days of the date of the examination but the type of feedback will vary according to the module and member of staff. In most cases you will receive a photocopy of the back page of the exam script with comments and marks for each of the questions. In some cases lecturers will provide typed feedback either in hard copy or by e-mail. If you have a query about your examination performance you should arrange to see the Module Leader or your Personal tutor.

6. Marking Criteria

The School of History, Classics and Archaeology, in conjunction with a number of other schools (such as English and Law), has decided to request an exemption from the general marking policy of the University in order to continue longstanding practices. We took this decision since the ability clearly to convey ideas, concepts and arguments in written form is central to the practices of history, classics, ancient history, and archaeology. Therefore, an excellent knowledge of the English language and of its proper use, including a correct application of grammar, syntax, punctuation, and spelling rules, is fundamental to the intended learning outcomes, cognitive, and key skills of your degree. Submitted work tests these skills and the feedback that you will receive is intended to help you to develop your writing skills. Moreover, correct clear prose is integral to conveying your ideas effectively. We will continue to take into account correct use of the English language when marking written work, as we consider improving your writing as one of our central purposes and a cornerstone in your life skills and future employability.

In the school we employ the following descriptive marking criteria:

<table>
<thead>
<tr>
<th>First Class Honours, 70% -100 %</th>
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<tr>
<td>A First Class/Excellent performance is distinguished by both breadth and depth of knowledge about the subject material, showing comprehensive awareness, and detailed understanding, interpretation and evaluation.</td>
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<tr>
<td>There will be substantial evidence of critical analysis and the ability to apply knowledge to unseen situations. Material will be presented within a clear logical/systematic framework throughout and will demonstrate reading beyond the course material and the ability to employ critical reflection. At Honours and Masters level there will be evidence of the ability to think</td>
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22
reflectively and creatively. Assignments such as an individual project report will be well-structured and well-referenced.

The deciles within this class may be categorised as:

**Outstanding:** professional standard (90% - 100%) It will be rare for a mark to be awarded within this range, but it should certainly be achievable for an individual component of assessment (e.g. a piece of coursework, or an examination question). It should be awarded for work demonstrating outstanding and comprehensive understanding, with critical analysis and evaluation. In an examination situation the student will have presented a complete answer in a fully cogent manner, with no substantive errors or omissions. In individual project work there will be material which may be publishable.

**Exceptional:** significantly above normal student expectations (80% - 89%) Evidenced by clear indications of comprehensive/detailed understanding and creative thought, and although there will be no substantive errors or omissions, the presentation or arguments will fall short of perfection.

**Excellent:** (70% - 79%) Evidenced by a comprehensive understanding, well-structured arguments and insight.

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<tr>
<th>Upper Second Class Honours, 60% -69%</th>
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<tr>
<td>A Second Class, First Division/Very Good performance is one that demonstrates a sound/thorough understanding of material beyond that presented in the course, with breadth of knowledge but lacking in some depth, or vice versa. Critical analysis and the ability to apply knowledge to unfamiliar situations will be present, and work submitted will be relevant to the module/topic aims and objectives but not give a full treatment, relying to some extent on course material and likely to contain a few errors or omissions. Individual project work will be well presented and structured but with some limitations as to insight and critical evaluation.</td>
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<th>Lower Second Class Honours, 50% -59%</th>
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<tr>
<td>A Second Class, Second Division/Good performance is one that relies substantially on course material only and demonstrates breadth of knowledge but lacking depth. Critical analysis will be limited and there will also be only limited evidence of being able to apply knowledge to unfamiliar situations. Work presented will be relevant to the module/topic aims and objectives but rely largely on course material and contain some errors of understanding and of fact. An individual project will demonstrate competence but with only limited evidence of flair.</td>
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<th>Third Class Honours, 40% -49 %</th>
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<tr>
<td>A Third Class/Basic performance is one that demonstrates that a student has achieved the minimum level of performance to indicate that they have broadly achieved the intended learning outcomes but at a basic level only. It is evidenced by an understanding of material that lacks depth. There may be omission of some relevant material and/or partial use of irrelevant material. It is likely to contain errors of understanding and fact. An individual project will be adequately structured and presented but unbalanced with some components poorly constructed, e.g. inadequate/poor referencing.</td>
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<th>Fail , 0%-39%</th>
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<tr>
<td>A Fail/Failing performance indicates that the student has failed to achieve the intended learning outcomes. This is evidenced by a weak attempt that demonstrates lack of overall knowledge of the subject area, and inability to develop a cogent argument in any aspect. Much of the material presented will be sketchy and/or irrelevant. A failing individual project will be one in which the student has failed to apply themselves to the task in hand and has presented a superficial view of it.</td>
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A Fail/Failing performance may be further classified as:

**Borderline (compensatable) fail:** limited understanding (35% - 39%) Evidenced by the demonstration of a threshold understanding in some, though not all, areas. There will be many
factual errors and omissions. A mark in this range may be awarded where there is evidence that the intended learning outcomes have been achieved but the evidence has been poorly presented, or that there are some omissions in that evidence. A compensatable pass mark for an individual project suggests that the situation is potentially recoverable with some rewriting but little or no additional development.

**Fail**: inadequate understanding (25% - 34%) Evidenced by some material of relevance, but generally the approach is shallow and there is a lack of understanding of the basic requirements of the subject area. There are likely to be significant factual errors and omissions. An individual project is likely to be difficult to read and contain serious errors in understanding.

**Clear fail**: little or no attempt (0% - 24%) Evidenced by very little material presented to support evidence of having addressed the topic. What material there is likely to be incomplete and/or confused. An individual project is likely to have very little that is relevant.

For a tabular overview of the marking criteria see Appendix A, page 51.

### 7. Marking and Moderation Process

You should have absolute confidence that the marks you receive are fair and consistent across markers. All assessments that are worth a significant part of your final mark are reviewed in advance by a scrutiny committee so that the instructions are clear and the questions are reasonable for a student at your level.

Depending on the assignment, your work may also be moderated. This means that a second marker will look at the mark and feedback given by the first marker and ensure that it is fair and accurate. Several different processes for moderation may be used the School, including sampling (looking at a sample of pieces of work across grade boundaries) and second marking (where a second marker looks at every piece of work).

All marks that are returned to you are provisional and subject to review and potential moderation prior to the final Board of Examiner meeting. Each taught programme of study (undergraduate and postgraduate) has a Board of Examiners (BoE) which is responsible for decisions about the outcomes of assessment of students on the programme. The BoE has a substantial degree of discretion. This means that it may award a degree classification higher than that determined by the marks alone. This can be due to medical or special personal circumstances and this is one of the reasons why it is important to submit PECs. The Board may also, in certain circumstances deem individual students to have passed particular modules in which they have obtained a fail mark.

The University has a policy on Moderation processes, available here: [http://www.ncl.ac.uk/quilt/assets/documents/qsh-assmt-modscal-pol.pdf](http://www.ncl.ac.uk/quilt/assets/documents/qsh-assmt-modscal-pol.pdf)

### 8. How Assessment affects your progress

Your progress within your programme depends on your assessment marks, as explained in your degree programme regulations. The simplest way to proceed from one stage to another is to pass all credits in a given stage. Should you fail any number of modules, you are allowed the opportunity to re-sit these examinations in August. Re-sit exams are normally held in August, though students may choose to take a year out from the University and re-sit at the next normal sitting during the academic year. Students who registered at the University in 2013-14 or later are allowed one re-sit attempt; students who registered in 2012-13 or earlier are allowed two. If you satisfy the examiners with your performance on the re-sit, you will have a pass mark (40 for undergraduate, 50 for postgraduate) recorded for that module.

### 9. Assessment Irregularities and Disciplinary Procedures

As part of the Student Charter, you have agreed to follow University procedures and to maintain the highest standards of behaviour. The University is committed to ensuring that assessments are fair for all students, and it has established a procedure for dealing with situations in which one student uses improper means to ‘get ahead’ on an assessment. These situations are called assessment irregularities, and they may include
but are not limited to), the following:

- Copying from or conferring with other candidates or using unauthorised material or equipment in an examination room
- Impersonating or allowing another to impersonate a candidate
- Introducing examination scripts into the examination process otherwise than in the course of an examination
- Permitting another student to copy work
- The falsification (by inclusion or suppression) of research results
- Plagiarism, defined as the unacknowledged use of another person’s ideas, words or work either verbatim or in substance without specific acknowledgement. It is also possible to plagiarise yourself if you submit the same work for multiple assignments or do not acknowledge ideas or words that you have submitted previously
- Procurement of assessment material.

The University’s assessment irregularity procedure can be found in full here: [http://www.ncl.ac.uk/students/progress/Regulations/SPS/assessment.htm](http://www.ncl.ac.uk/students/progress/Regulations/SPS/assessment.htm)

More generally, at Newcastle we value high standards of academic conduct. Conduct is an important part of maintaining and developing our reputation. Good academic conduct reflects the values which underpin academic life, such as honesty, integrity, a shared community of ideas and respect for others’ work. The Right-Cite for Good Academic Conduct ([http://www.ncl.ac.uk/right-cite/](http://www.ncl.ac.uk/right-cite/)) provides a detailed account of the issues governing academic conduct and gives you access to a range of resources. There is also information on appropriate style and referencing guides here: [http://libguides.ncl.ac.uk/referencing](http://libguides.ncl.ac.uk/referencing).

You can expect to receive a briefing on academic conduct and the referencing guidelines that you are expected to follow. You are in turn expected to do the following:

- Maintain high standards of academic conduct
- Show a commitment to academic honesty in your work
- Be familiar with and apply the guidance provided by your School on proper referencing and good academic practice
- Avoid plagiarism.

The Student Disciplinary Procedure will apply to any student who is alleged to have breached the University’s code of conduct. More information is available here: [http://www.ncl.ac.uk/students/progress/Regulations/SPS/disciplinary.htm](http://www.ncl.ac.uk/students/progress/Regulations/SPS/disciplinary.htm). This procedure applies to any student who breaches academic codes of conduct as well as non-academic situations (disruption, anti-social behaviour, theft and fraud, violent behaviour, criminal offences, etc.)

10. Recognition of Prior Learning and Credit Transfer

The University acknowledges that some students will start their time at Newcastle with prior experience – either of studying at other universities or from work. We want to recognise students’ past work appropriately, so you may be able to apply for Recognition of Prior Learning (if you have credits from a non-UK university or relevant experience) or credit transfer (credits from a UK university).

If your application for RPL or credit transfer is successful, you will not have to take the module (or modules) identified in your application. However, any previous marks (at another University) will not be counted toward your Newcastle degree classification. If you receive credit transfer, you will be considered to have ‘passed’ the module; if you receive RPL, you receive no credit for the module but will be exempt from taking it. It may not always be to your benefit to apply for RPL or credit transfer, since it means that you will have fewer modules that count toward your final degree classification (meaning that each one carries a greater weight).

If you successfully apply for RPL or credit transfer, you could gain permission to study modules outside the degree programme regulations or additional optional modules, with DPD approval, up to a full credit load. If
you do so, these modules will count toward your final degree classification.

More information about RPL and credit transfer will be available from your School, including information on how to apply and whom you should contact if you have questions. The University policy is available here: http://www.ncl.ac.uk/ltds/assets/documents/qsh-ct-rpl-pol.pdf

F. Student Representation and Feedback

1. Overview

The University values your opinion very highly – we want to know when things are going well and when you think things can be improved. We have a number of ways of trying to get student feedback, including module evaluations and student participation on committees. It’s important that you take these questionnaires and opportunities seriously and give your honest opinion. It is also important that you provide specific evidence of what’s going well or not so well – it helps us when we know more specifically what is going on. You should also be respectful in the comments that you provide, considering the issues or successes rather than criticism of individuals.

There is more information about student opinion – and some information about actions that have been taken by the University as a result of your opinions – on the ‘You Said - We Did’ website (https://internal.ncl.ac.uk/yousaidwedid/). The University explanation of how it works in partnership with students is available in the Policy on Student Representation: http://www.ncl.ac.uk/ltds/assets/documents/qsh-studentrep-pol.pdf.

2. Module and Stage Evaluations

At the end of each semester, you will be asked to complete an evaluation for each module you take. These evaluations are used to find out about your experiences, assess the positive features of a module, and identify anything that could be improved in the future. You will be asked questions about the structure and content of the module as well as about the lecturers and/or tutors involved. Module evaluations will be tailored by the School so that they are appropriate for the specific module.

At the end of the year, you will be asked to complete an evaluation for the programme stage that you have just completed. This evaluation is a bit different, as it will ask you questions about aspects of your experience other than specific modules: Library and electronic resources, assessment and feedback across the programme, personal tutoring, student representation, etc.

It’s important in these evaluations that you are specific about what is positive and/or negative, that you are realistic, and that you focus on the issue, not the person (don’t say anything offensive about a person involved on the module or programme). It also helps if you suggest solutions – we will take these seriously!

You will receive a link to the module and stage evaluations through email, and you can then complete the survey online and anonymously. You will find links to your evaluations in the ‘My EvaSys’ panel in Blackboard (on the My Institution page) – these links only appear when there is an evaluation open and ready for you to complete it.

More information about module evaluations is available here: https://internal.ncl.ac.uk/yousaidwedid/surveys/

3. National Surveys

The University participates in the four big national student opinion surveys: National Student Survey, Postgraduate Taught Experience Survey, Postgraduate Research Experience Survey, and the International Student Barometer.

National Student Survey (NSS) - The NSS contribute to public accountability, help inform the choices of prospective students, and provides data that allows informed decisions to be made to enhance the UG student experience. The NSS typically runs February through April annually. It includes all full-time and part-
Postgraduate Taught Experience Survey (PTES) - The PTES explores postgraduate taught student experiences in learning and teaching, skills development, organisation, resources, and engagement with the course. The PTES typically runs mid-April through mid-June annually. It includes all full-time and most part-time UK, EU, and international postgraduate taught students studying a programme of at least 60 credits, the greater part of which is at M level, including elearners. The PTES exclude students who are studying a single module only, such as Continue Professional Development and occasional students. This population should include study abroad and exchange students. Also see https://www.heacademy.ac.uk/institutions/surveys/postgraduate-taught-experience-survey Previous year’s PTES results are available on the Planning Office website https://internal.ncl.ac.uk/planning/students/ptes.htm. This survey is similar to the NSS, but for postgraduate taught students.

Postgraduate Research Experience Survey (PRES) – The PRES gathers information about the experience of research students, focusing on students’ experiences of supervision, resources, research community, progress and assessment, and skills and professional development. It also considers students’ motivations for taking their programme. The PRES runs every odd ending year; e.g., 2017, 2019, typically in the Spring. It includes all full-time and part-time UK, EU, and international postgraduate research students. See https://www.heacademy.ac.uk/institutions/surveys/postgraduate-research-experience-survey. Previous years’ results are available at https://internal.ncl.ac.uk/planning/students/pres.htm. This is similar to the NSS, but for postgraduate research students.

International Student Barometer (ISB) – The ISB tracks and compares the decision-making, expectations, perceptions, and intentions of international students from application to graduation. It enables us to make informed decisions to enhance the international student experience and drive successful recruitment and marketing strategies. The ISB normally runs in late October through late November. It includes all full-time and part-time EU and international undergraduates, postgraduate taught, and postgraduate research students at Newcastle main campus and NUL students. This survey excluded NUMed and NUIS students, all eLearners regardless of whether they are UK-based, and INTO pre-sessional English course students. Study abroad and exchange students are included in the ISB. See https://www.i-graduate.org/services/international-student-barometer/. Previous year’s results are available https://internal.ncl.ac.uk/planning/performance/isb.htm.

For more information about our student opinion surveys go to http://www.ncl.ac.uk/ltds/student/opinion/; also, see how the University has listened to previous feedback by going to: https://internal.ncl.ac.uk/yousaidwedid/actions/. Official invitations from the University asking you to participate in national surveys will be sent to you from newcastlesurveys@ncl.ac.uk.

4. Student Representation on Committees

You will have an opportunity to elect academic student reps within your School. You may wish to be an academic student rep yourself! Academic student reps are a crucial link between the student body and staff since they find out what other students are thinking and can work through agendas to help improve the student experience.

Course Reps are elected by their peers and will attend their Student-Staff Committee on their behalf. The Student-Staff Committee is chaired by a student and may also have a student secretary. All students are able to contribute to their Student-Staff Committee’s agenda – just tell your Course Rep what you think should be discussed! The Student Chair and Student Secretary are also asked to attend the Board of
Studies, which oversees teaching activities in the School.

School Reps are appointed by the Students’ Union to represent their School at the Faculty Education Committee (FEC). Each School should have one undergraduate, one postgraduate taught, and one Postgraduate Research School Rep. These reps take opinions from the student body to a bigger Faculty committee and have a direct voice in decisions that are being made across the Faculty.

The Students’ Union provides training and support for Course Reps, Student Chairs and Secretaries, and School Reps. They also run Hall and Community Rep schemes – more information about student representation is available here: https://www.nusu.co.uk/yourvoice/reps/

G. Ensuring the quality of your degree

1. Mechanisms for ensuring the quality of your degree

The University is responsible for ensuring the quality and standards of all academic awards made in its name. You should have confidence that there are a number of people – inside your School, across the University, and outside the University – who review your degree programme and ensure that it is up-to-date, consistent in its treatment of students, appropriate in its forms of teaching and assessment, and of the highest standards. The key mechanisms are described below:

Annual Monitoring and Review – Every year programmes are asked to comment on what went well and what could be improved (and to provide evidence). Each programme is also required to develop an action plan that lists new projects and activities to improve the degree programme. This AMR is reviewed at Faculty level each year. See the University policy for more information: http://www.ncl.ac.uk/ltds/assets/documents/qsh-amr-policy.pdf.

Learning and Teaching Review – Approximately every six years each School or subject area is reviewed by a panel of University staff and at least one external member who is a discipline-specialist. This review examines the teaching and learning process and speaks with students and staff about their experiences of the programme. More for information, see: http://www.ncl.ac.uk/ltds/assets/documents/qsh-ltr-policy.pdf.

External Examining – Each programme will have at least one external examiner, someone who works at a different University or in industry. The function of external examiners is to assist the University by providing assurance that in their expert judgement the standards of all awards at Newcastle are at least comparable to those in similar subjects in other universities in the UK and with relevant external referents. External examiners are asked to review programme aims and learning objectives as well as assessment questions and feedback. In order to help ensure the quality of the education it provides and the maintenance of the standards of its awards, the University places significant reliance on its external examiners by:

- Requiring them to provide independent and impartial advice, as well as informative comment on the University's standards and on student achievement in relation to those standards
- Drawing upon their professional advice and expertise and giving full and serious consideration to their reports.

For further information, see: http://www.ncl.ac.uk/ltds/governance/examiners/.

You should not contact external examiners directly, but you may be asked to meet with them when they come to visit the University. You can also engage with the process through which the University considers and responds to external examiners by participation in Boards of Studies, Student-Staff Committee, and FEC.

External Examiners for V400:

Dr Emma Jenkins, Senior Lecturer in Archaeology, Bournemouth University
Dr Andrew Gardner, Senior Lecturer in the Archaeology of the Roman Empire, UCL
Dr Kate Giles, Senior Lecturer, Department of Archaeology, University of York
You can engage directly with LTR by volunteering to meet with the panel (if there is an LTR while you are a student) or by volunteering to serve as a student panel member for an LTR in another School. You can engage with AMR and external examining through the student representation system and by participating in School and Faculty committees.

**Changes to your programme** – The University recognises that students invest time and personal effort in their studies and need timely dialogue and clarity of options when changes occur. Your School will act transparently and enter dialogue with students to identify options and minimize the impact on students affected by changes to programmes. For further information, see http://www.ncl.ac.uk/ltds/assets/documents/qsh-progapp-majminchanges-policy.pdf.

### H. Resources

#### 1. Tools for Study and Revision

The University’s main learning resources are provided by the Robinson Libraries (for books, journals, online resources), and by Information Systems and Services, which supports campus-wide computing facilities. Archaeology students also have access to the library located at the Great North Museum — an unrivalled collection of works on archaeology, natural history and history. Students also have access to the extensive artefact collections of the Great North Museum (the premier museum for the north-east of England and the ‘gateway’ to the Hadrian’s Wall World Heritage Site). The Wolfson Archaeology laboratory houses equipment and collections which support teaching and learning in Archaeological science and artefact analysis. Supporting materials – which may include copies of handbooks, lecture PPTs, supplementary notes and so on - are made available for most modules online, via Blackboard (our Virtual Learning Environment). Students can also use the ePortfolio system to support their reflective learning process. Some modules in HCA make use of the ReCap lecture recording service, but teaching formats vary considerably, and many members of staff have elected not to use this system.

#### 2. University Library

The University Library Service provides access to a wide range of resources, services and study spaces as well as professional expertise to help you to be successful in your studies and research. The Robinson Library is open 24 hours a day during term-time, and the Walton and Law libraries are open until late.

The libraries house over 1 million books, subscribe to over 26,000 journals and provide access to more than 6 million ebooks. Library Search (http://libsearch.ncl.ac.uk) can be used to locate books, ebooks, journal articles and a lot more information using a single search. High demand items can be found in the Student Text Collection (STC) and are bookable online. The Robinson Library also houses the Special Collections (www.ncl.ac.uk/library/specialcollections), which are made up of rare and historic books, manuscripts, maps and illustrations.

The Library’s Subject Guides (http://www.ncl.ac.uk/library/subject-support/) bring together tailored, subject-specific information, resources and databases and are the best place to start your exploration of the Library’s resources for your specific discipline.

The libraries are excellent places to study. They have a range of silent and quiet areas plus group and collaborative learning spaces. They collectively house over 560 computers. Wi-Fi is also available so you can use your own devices or borrow one via our Laptop Loan Scheme.

The library’s online study space monitor (http://www.ncl.ac.uk/library/about/study-space-availability) is a good way of checking availability.

Library Staff are available at information points and service desks to help you to find the information you need. They also offer workshops and one to one consultancies to help you improve your information skills. Alternatively you can use our online Library Help service 24/7 (http://libhelp.ncl.ac.uk/) to access support no matter where you are.

If you have any questions or need any help ask a member of Library staff or contact us via LibraryHelp (http://libhelp.ncl.ac.uk/) – we are here to support you through your course. For further information on
Library services see [www.ncl.ac.uk/library](http://www.ncl.ac.uk/library)

**Other Libraries**

As a student of this university, you may also consult books and periodicals in the libraries of the Universities of Durham and Northumbria University, but you cannot borrow any item.

You could also join Newcastle Central Library, off Northumberland St. Its holdings are particularly good for local and regional history.

Finally, there is the Library of the Literary and Philosophical Society of Newcastle upon Tyne, but rising costs have seen the student subscription climb to £45 per year. [http://www.litandphil.org.uk/join-the-library/](http://www.litandphil.org.uk/join-the-library/)

**Reading Lists**

Each module leader will supply reading lists for his or her module. The material will be found principally in the Robinson Library, which holds multiple copies of the most heavily used books. You should aim to supplement module reading lists. No reading list can ever be exhaustive, and many lecturers will identify for you journals which specialise in their subject area. You should use electronic and online databases to find other relevant material. Reading Lists Online are available via the library catalogue at [https://www.ncl.ac.uk/library/services/reading-lists/](https://www.ncl.ac.uk/library/services/reading-lists/). Online Reading Lists are continually being updated.

You should also aim to buy a few books, at least, for each module you take. The University bookshop (Blackwells) aims to stock copies of set books used on University courses, and also sells second-hand copies from previous years. Many set books can also be bought at Waterstones and/or ordered online very easily.

The Robinson library website has links to many online bookshops, as well as to electronic journals, bibliographic databases and its own catalogues. Second-hand books can be found on [http://www.abebooks.co.uk/](http://www.abebooks.co.uk/)

**Printing and Photocopying**

All cluster rooms have black and white A4 printers; larger rooms also have colour and A3 printers. Photocopying is available in the University Libraries.

You can buy credits online at [http://www.ncl.ac.uk/itservice/clusters/printing/](http://www.ncl.ac.uk/itservice/clusters/printing/) or buy a cash voucher from the Robinson Library main counter. You will be provided with one credit account for copying and printing. This facility is available to you by using your smartcard identification.

For further details regarding this service please see [http://www.ncl.ac.uk/itservice/clusters/photocopying/](http://www.ncl.ac.uk/itservice/clusters/photocopying/).

Further information regarding facilities within the School of History, Classics and Archaeology can be found in section J3 page 40.

### 3. Academic Skills Kit (ASK)

The Academic Skills Kit is an online resource which brings together the range of academic skills development provision across Newcastle University into a one-stop website. Provision includes information literacy, revision strategies, academic writing, time management and maths and statistics. It signposts specialist support for, for example, international students or those with Specific Learning Difficulties. It also hosts a range of self-access online resources with advice and tips on various aspects of study.

Please visit [www.ncl.ac.uk/ask](http://www.ncl.ac.uk/ask).

### 4. Writing Development Centre

**Location:** Level 2, Robinson Library

**Website:** [http://www.ncl.ac.uk/students/wdc/](http://www.ncl.ac.uk/students/wdc/)

**E-mail:** wdc@newcastle.ac.uk

**Twitter:** @NCL_WDC

The Writing Development Centre’s role is to help you become a confident and successful independent learner. Our team of tutors specialises in issues around writing for assessment and associated topics including:

- Understanding assignment questions and marking criteria
• Critical thinking, critiquing and reviewing literature
• Planning and structuring writing (incl. paragraphing)
• Academic writing style (incl. fundamentals of grammar)
• Avoiding plagiarism
• Managing time, work and writing (incl. writers block and procrastination)
• Exams and Revision (excluding take-home exam papers, except in general terms)
• Presentations and posters

Our approach is developmental – we don’t ‘check’, proofread or correct work for you, but we do help you understand the expectations of university study and develop effective strategies which will suit your subject and stage, and your own study preferences. We work with students at all levels from Undergraduate to Postgraduate and across all subjects. We can only offer advice on work submitted for assessment as part of a degree programme at Newcastle University.

We offer one to one tutorials based in the Writing Development Centre which focus in depth on a specific issue you want to work on. Tutorials with us are centred on your individual academic development and are non-judgmental, supportive and strictly confidential. Appointments should be made online via our website. We also run a range of other activities throughout the academic year on core academic skills topics, and are invited by Schools and Faculties to run subject-specific sessions as part of degree courses. We also maintain a range of online resources on academic skills and writing.

The Writing Development Centre is based on Level 2 of the Philip Robinson Library. To find out more of book an appointment please see our website https://www.ncl.ac.uk/library/subject-support/wdc/

5. INTO Newcastle In-Sessional English

The INTO Newcastle In-Sessional team can provide information on:
• The University English Language Assessment (UELA)
• Free academic English language classes for Newcastle students whose first language is not English
• One-to-one English language tutorials (where you can meet with a teacher for 25 minutes to discuss specific problems)

The In-Sessional language programme can provide both non-credit-bearing support and credit-bearing modules. Your School will be able to tell you if you need to take a credit-bearing module.

More information about the In-Sessional programme is available from the INTO website: http://www.ncl.ac.uk/students/insessional/about/insessional.htm.

6. Maths Aid

Maths Aid is a drop-in centre providing a free and confidential service to all students of Newcastle University on all aspects of mathematics and statistics including:
• Preparation for exams
• Developing problem solving and numerical skills
• Advice on correcting mistakes and overcoming problems in everyday academic work
• Help in understanding lecture notes
• Advice on graduate numerical skills tests

More information is available from the website: http://www.ncl.ac.uk/students/mathsaid/.

7. Computing Facilities

You are encouraged to use computing facilities for word-processing, data handling and analysis. The use of computers will also be incorporated into the teaching programmes for most modules, and you will often prepare and submit coursework electronically. There are facilities available at School, Faculty and University level, and you can use this link to find available computers on campus: http://m.ncl.ac.uk/

If you have any questions about computing facilities or software, including email and printing, please check
the NUIT information available to students: http://www.ncl.ac.uk/itservice/studentitservices/.

Make sure you have a look at the software deals available to you as a student: https://www.ncl.ac.uk/itservice/software/softwaredeals/student/

You have access to computers on campus and the nearest PC facility to the School of History, Classics and Archaeology School Office is the Cluster on the 2nd Floor of the Armstrong Building, Room 2.96.

These facilities are maintained by the University IT service and any IT problems should be reported to them as soon as possible.

The University IT service provide face-to-face support in certain cluster rooms to assist users with common problems or queries. Please contact the IT Service Desk Reception should you need any IT help. Further information can be found at http://www.ncl.ac.uk/itservice/studentitservices/

University IT service Rules for Use of Computing Facilities can be found at: http://www.ncl.ac.uk/itservice/rules/

The easiest way to access all this information is through the Newcastle University App: http://www.ncl.ac.uk/itservice/mobile/

Blackboard

Although the principal means by which the university delivers its teaching is through formal lectures, seminars and practical classes, many lecturers make use of a teaching and learning support system called Blackboard that operates across the university computer network as a “virtual classroom”. Blackboard is an example of a “Virtual Learning Environment” that will enable you to access module web pages maintained by lecturers. The teaching and learning materials contained in these web pages will support the lecture and practical class material, but lecturers will also use the blackboard pages to update you on specific module related matters, for example, details of practical classes and assessments. You should therefore consult Blackboard regularly throughout your studies; https://blackboard.ncl.ac.uk and log in with your Newcastle University username and password.

**Note:** Year 1 students your username and password will be made available to you during induction week

‘My Institution’ is the first page you will see. It will contain sections for announcements, tasks and other tools, and a list of modules (called “courses” in Blackboard) in which you are enrolled.

Some tutors may choose not to have a Blackboard page for particular modules. You can enter your modules by clicking on the ‘Courses’ tab in the browser window, or by clicking on the module name on your ‘My Institution’ page.

When you have finished your session, please don’t forget to logout! Use the Logout tab at the top of the browser window.

**What do I do if:**

Q. I have forgotten my username and/or password?

A. Get in touch with the University helpline. Email - helpline@ncl.ac.uk

Q. I don’t seem to be registered for some of my modules?

A. Your Blackboard account will only show modules for which you are registered and which are active on Blackboard. If a module is missing you should first check that the relevant lecturer is using Blackboard for this particular module.

For further information and assistance regarding the use of Blackboard you should click the Student Resources tab on the Blackboard front page, https://blackboard.ncl.ac.uk/

8. Careers Service

The Careers Service is situated in King’s Gate, Level 1
Opening hours:
Monday, Tuesday, Thursday, Friday 9:00 to 5:00
Wednesday 10:00 – 5:00
Term time drop-in sessions: Monday – Friday 11:00-16:30

Whether you’re seeking a graduate career, doing further study, or starting a business, the Careers Service can help you realise your potential. We provide careers advice and support while you’re studying, and for three years after you graduate. You can drop in to speak to us during the week, or visit our website http://www.ncl.ac.uk/careers/ to start your career planning journey.

We can help you to:
- plan your career - https://www.ncl.ac.uk/careers/planning/
- market your skills and experience in CVs and job applications and LinkedIn profiles - https://www.ncl.ac.uk/careers/applications/
- build up your contacts and networks - https://www.ncl.ac.uk/careers/makingcontacts/
- develop enterprise skills or start a business
- find placements, internships or work experience - https://www.ncl.ac.uk/careers/workexperience/
- find jobs and postgraduate courses

If you’d like to work for yourself, START UP can help you to develop opportunities, explore ideas, work freelance or start your own business. We offer help at every stage, from pre-idea to launch and beyond. www.ncl.ac.uk/careers/startup

9. Health and Safety

The University has a duty to keep you healthy and safe whilst you are studying with us. The Occupational Health and Safety Service (OHSS) is a central support service which helps Schools and Institutes to meet their legal requirements under health and safety legislation. Please visit http://www.ncl.ac.uk/ohss/.

The University and each School or Institute have a health and safety policy which provides important information on how health and safety is managed and consists of three sections:

- Statement of Intent - a commitment to protect the health and safety of all staff and students signed by the Head of Unit
- Responsibilities - a summary of the health and safety responsibilities for each level of staff and students. Students are expected to be responsible for their own actions and any activities which may adversely affect staff, fellow students or visitors
- Arrangements - this is usually the largest part of the policy and contains detailed information on how the School or Institute manages health and safety locally. For example it will tell you about the arrangements for health and safety training, risk assessments and traveling abroad. Students are encouraged to dip in and out of this part of the policy as needed.

The Health and Safety policy is an important document and students should make sure they have or know where to find a copy of their School or Institutes policy.

If students need any health and safety advice or information they should speak to their academic tutor in the first instance. In addition each School and Institute has a School Safety Officer (SSO) who is an invaluable source of local advice. The name and contact details of the SSO will be provided in the health and safety policy. In addition there may be other School or Institute staff who hold important health and safety roles relating to specialist subjects including:

- Biological Safety Supervisor;
- Radiation protection supervisor;
- Fire marshal and fire wardens;
- First aiders;
- Display screen equipment assessors.
The University is legally required to carry out risk assessments for all its work activities. A risk assessment is a careful examination of each work activity to decide what could cause harm and to decide if the current precautions are sufficient. Students may be asked to complete a risk assessment for an individual project or work activity as part of their academic studies. Standard operating procedures are also sometimes used in conjunction with risk assessments to give step by step guides to carrying out work activities safely.

Each Faculty will provide a health and safety induction and training for students. The precise format and number of safety courses will be decided by each Faculty. Students are expected to attend health and safety training and may not be allowed to carry out certain high risk work activities until they have been trained.

Things sometimes go wrong whilst studying. Any accidents or near misses must be reported as soon as possible to the staff member in charge of the session/area and also to your School office. We will not blame individuals, please do not try to hide mistakes or cover up when things go wrong. We want you to report accidents and near misses so that we can all learn from our mistakes and take steps to make sure they do not happen again.

In the case of discovering a fire:
- Sound the fire alarm
- Leave the building by the nearest available exit
- Ring 999 and then security on 0191 208 6666

For other emergencies please contact the staff member in charge of the area or the Security team 24 hours a day on 86666 or for non-emergencies on 0191 208 6817 or security@ncl.ac.uk If you see any physical defects on campus these can be reported to the Estates Support Service helpdesk on 0191 208 7171 or ess-helpdesk@ncl.ac.uk

## I. Additional University Contact Information (Not Provided Above)

### Additional Contact Information

**Chaplaincy**
The Chaplaincy is a team of chaplains working together, appointed by faith communities, recognised by the University and affiliated with the Student Wellbeing Service. The Chaplaincy is committed to working with students and staff of different faiths (and those of no faith) and to making the University a place of religious tolerance and respect.

**Location:** Agriculture Building, ground floor  
**Telephone:** 0191 208 6341  
**Email:** chaplaincy@ncl.ac.uk  
**Website:** [https://www.ncl.ac.uk/students/wellbeing/about/chaplaincy.htm](https://www.ncl.ac.uk/students/wellbeing/about/chaplaincy.htm)

**Newcastle University IT Service (NUIT) – The University's Central Computing Service**
NUIT provides the University's IT infrastructure (networks, servers, etc.) and provides most of the computer services used by staff and students (systems, software and computers for students)

**Location of IT Service Desk:** Old Library cluster (Monday to Friday 9am - 5pm)  
**Telephone:** 0191 208 5999  
**Email:** it.servicedesk@ncl.ac.uk  
**Website:** [http://www.ncl.ac.uk/itservice/](http://www.ncl.ac.uk/itservice/)

**International Office**
The International Office provides information and advice on:  
- Newcastle programmes and how to apply
English language requirements
The equivalence of overseas qualifications
Erasmus/Study Abroad information
Finance and Funding

It also provides an orientation welcome programme and airport collection service.

**Location:** King’s Gate  
**Telephone:** 0191 208 3333  
**Website:** [http://www.ncl.ac.uk/international/](http://www.ncl.ac.uk/international/)

**Language Resource Centre**  
The Language Resource Centre provides materials and facilities for the research, learning, teaching and practise of over 50 foreign languages and is available to all students and staff of the University.

**Location:** Old Library Building  
**Opening hours:** Mon – Thurs (9am - 7.15pm) Fri (9am – 4.45pm)  
Sat: Closed (apart from 25 April – 30 May, 10am – 4pm)  
**Telephone:** 0191 208 7490  
**Email:** language.resource@ncl.ac.uk  
**Website:** [http://www.ncl.ac.uk/language-resource-centre/](http://www.ncl.ac.uk/language-resource-centre/)

**Nightline**  
Nightline is the confidential listening and information service run for students by students.

**Telephone:** 0191 261 2905 (8 p.m. to 8 a.m.)  
**Website:** [https://www.nusu.co.uk/support/nightline/](https://www.nusu.co.uk/support/nightline/)

**Students’ Union**  
**Location:** Students’ Union, King’s Walk  
**Telephone:** 0191 239 3900  
**Email:** student.union@ncl.ac.uk  
**Website:** [http://www.nusu.co.uk/](http://www.nusu.co.uk/)

### J. Subject Specific Information

1. **Welcome from V400 Degree Programme Director**

**WELCOME**  
From Dr Chloe Duckworth

Welcome to the BA Archaeology Handbook for 2018/19

A good deal of the information you will need over the coming year can be found in this handbook (so don’t lose it!). But there may well be times when you want clarification, or just someone to talk things over with. I’m the Degree Programme Director (or DPD) for your degree, so that person might often be me.

My contact details are:  
chloe.duckworth@ncl.ac.uk  
0191 2087979
My office hours (times I am certain to be in my room) are posted on my door – if you need to see me urgently, or cannot make my office hours, please email and we can arrange another time.

## 2. Staff

### Degree Programme Director

Your Degree Programme Director (DPD) is Dr Chloe Duckworth. She is the first port of call if you have queries or suggestions relating specifically to your degree. Email to make an appointment, or call in during her Feedback and Consultation hours.

### Members of Staff in Archaeology

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension (0191 20)</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Rob Collins</td>
<td>83125</td>
<td><a href="mailto:robert.collins@ncl.ac.uk">robert.collins@ncl.ac.uk</a></td>
</tr>
<tr>
<td>Dr Chantal Conneller</td>
<td>85697</td>
<td><a href="mailto:chantal.conneller@ncl.ac.uk">chantal.conneller@ncl.ac.uk</a></td>
</tr>
<tr>
<td>Dr Ashley Coutu</td>
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<td><a href="mailto:ashley.coutu@ncl.ac.uk">ashley.coutu@ncl.ac.uk</a></td>
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<tr>
<td>Dr Andrea Dolfini</td>
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<tr>
<td>Prof. Ian Haynes</td>
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<tr>
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<td><a href="mailto:matthew.haysom@ncl.ac.uk">matthew.haysom@ncl.ac.uk</a></td>
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<tr>
<td>Dr Mark Jackson</td>
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</tr>
<tr>
<td>Dr Caron Newman</td>
<td>87846</td>
<td><a href="mailto:caron.newman@ncl.ac.uk">caron.newman@ncl.ac.uk</a></td>
</tr>
<tr>
<td>Dr Lisa-Marie Shillito</td>
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<tr>
<td>Dr Eric Tourigny</td>
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<tr>
<td>Dr Sam Turner</td>
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<td><a href="mailto:sam.turner@ncl.ac.uk">sam.turner@ncl.ac.uk</a></td>
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<tr>
<td>Dr Jane Webster</td>
<td>87575</td>
<td><a href="mailto:jane.webster@ncl.ac.uk">jane.webster@ncl.ac.uk</a></td>
</tr>
</tbody>
</table>

### Addressing members of staff

Students are not always sure how to address a member of staff, in person or in writing. The play-safe rule is to address them by their (correct) professional title (‘Professor Haynes, Doctor Fowler’ etc.). Staff will usually make clear if/when they are happy to be addressed by their first name.

### Archaeology on the University website:

http://www.ncl.ac.uk/hca/archaeology/

### Newcastle Archaeology on Facebook

https://www.facebook.com/ArchaeologyNCL

### And on Twitter

https://twitter.com/archaeologyncl

### Staff Profiles in Archaeology

**Dr Eline van Asperen** is a palaeoecologist and archaeological scientist who specialises in Pleistocene mammal fauna and the European Palaeolithic. Her research examines the relationships between environmental factors, faunal activity and humans, using both zooarchaeological material and dung fungal spores. At Newcastle she is a research technician on a Wellcome Trust funded project looking at the health
impacts of wood and dung fuel burning in prehistory. She is also responsible for the day to day management of the Wolfson Archaeology Laboratory.

Dr John Blong is an environmental archaeologist with a background in geoarchaeology, palaeoecology, lithic technology and palaeoethnobotany. His research focuses on human adaptation to different landscapes and human responses to ecological change in the late Pleistocene and early Holocene. Geographically he works in North America, with interests in when and how humans first settled the Americas. He is a research associate at Newcastle on a NERC funded project investigating stratigraphy and formation process at Paisley Caves in Oregon, one of the earliest occupation sites in North America, and he is also involved in ongoing fieldwork in central Alaska.

Dr Francesco Carrer is Research Associate at the McCord Centre for Historic and Cultural Landscapes. His main research interests are in ethnoarchaeology, landscape archaeology, archaeology of pastoralism and spatial analysis in archaeology. He has published a number of papers on alpine transhumance, from an ethnographic and an archaeological perspective, and on the use of GIS applications in archaeology and ethnoarchaeology. He is co-editor of two books and a special issue of Quaternary International. He coordinates two research projects in the eastern Italian Alps and collaborates with various research institutes in different parts of Europe.

Dr Rob Collins is a Lecturer in the Material Culture of the Northern Frontier. His research interests include the Roman army and frontiers, the later Roman Empire, early medieval Britain and Europe, and artefacts and numismatics. Current research is exploring how phallic imagery contributes to our understanding of Roman frontiers, and the cultural afterlives of Hadrian’s Wall, as well as contributing to the HLF-funded Hadrian’s Wall Community Archaeology Project. He has published a number of books and articles, including Hadrian’s Wall and the End of Empire (2012), Roman Military Architecture on the Frontiers (ed with M Symonds and M Weber, 2015), Breaking Down Boundaries (ed with M Symonds, 2013), Finds from the Frontier (ed with L Allason-Jones, 2010), and Debating Late Antiquity (ed with J Gerrard, 2004). Prior to joining Newcastle University, Rob worked for the Portable Antiquities Scheme. Rob is also the Honorary Keeper of Coins for the Newcastle Antiquaries.

Dr Ashley Coutu is a Lecturer in Medieval/Historical Archaeology. She completed her PhD at the University of York on the Historical Ecologies of East African landscapes project, and after this continued as a postdoctoral fellow on the Entrepot project at Aarhus University, Denmark which investigated the use of antler and walrus ivory on Viking sites across Europe. Ashley then moved to the University of Cape Town, South Africa to take up a Claude Leon fellowship and most recently held a Marie Curie International fellowship between the University of Cape Town and University of York. Ashley is a bioarchaeologist, meaning she uses laboratory-based techniques such as stable isotope, ancient DNA, and proteomics analyses to source artefacts made of materials such as antler, bone, and ivory. One of her ongoing projects involves the identification and sourcing of artefacts from a 16th century shipwreck found off the coast of Namibia. Most of her past and ongoing fieldwork experience is in eastern and southern Africa, but she has also worked on sites across the UK, Europe, and South America dating from the early medieval to the historic period. She has published in a range of outlets, from interdisciplinary academic journals, to textbooks, to museum catalogues.

Dr Andrea Dolfini is a Senior Lecturer in Later Prehistoric Archaeology and Director of the Cluster for Interdisciplinary Artefact Studies (CIAS), a HASS Faculty Research Group. He researches the social dynamics of material culture in 5th – 2nd millennium BC Europe and the Mediterranean, focusing in particular on early metal technology, metalwork wear analysis, warfare and violence, burial practices, household archaeology, and the prehistoric landscape. He is also interested in technological innovation across space and time. His current research projects include ‘TEMPI’, a Marie-Curie Fellowship exploring the chronology and manufacturing technology of early Italian metalwork (Fellow: Dr Cristiano Iaia), the ‘Bronze Age combat’ project, an exploration of Late Bronze Age fighting styles based on field tests and wear analysis, ‘The First
Halberds in Europe?', an investigation of early copper-alloy halberds, and the ‘Case Bastione Archaeological Project, which excavates a 3rd-2nd millennium BC settlement site in central Sicily.

Dr Chloë Duckworth is a Lecturer in Archaeological Materials Science. Her research uses modern scientific techniques to shed light on past technology, particularly the transformation of materials at high temperature. She directs archaeological fieldwork in southern Spain, investigating the alchemical and industrial knowledge of its medieval Islamic civilisation at The Alhambra, in Granada, and Madinat al-Zahra, in Cordoba. She also specialises in the archaeology of glass recycling, and past industrial pollution. Forthcoming publications include books on mobile technologies in the Sahara Desert, and on the role of recycling in the Roman economy. Chloe is also keen on public outreach, and maintains the YouTube channel ‘ArchaeoDuck’.

Dr Chris Fowler is a Senior Lecturer in Later Prehistoric Archaeology and the Head of Archaeology. He specialises in: the Neolithic and Early Bronze Age in the British Isles; archaeological studies of personhood, the body and identity; prehistoric mortuary practices; prehistoric monuments; prehistoric art; and archaeological theory. His books include The Emergent Past: A Relational Realist Archaeology of Early Bronze Age Mortuary Practices (Oxford University Press, 2013) and The Archaeology of Personhood: An Anthropological Approach (Routledge, 2004). He has also co-edited several volumes, including The Oxford Handbook of Neolithic Europe (with Jan Harding and Daniela Hofmann, Oxford University Press, 2015), and Prehistory without Borders: the Prehistoric Archaeology of the Tyne-Forth Region (with Rachel Crellin and Richard Tipping, Oxbow, 2017). He is currently researching Neolithic and Early Bronze Age burial practices and monuments on the Isle of Man.

Dr James Gerrard is a Senior Lecturer in Roman Archaeology. He is a graduate of Sheffield and York and is an Associate Member of the Chartered Institute for Archaeologist and a Fellow of the Higher Education Academy. He has worked extensively in commercial archaeology for a number of contractors. He continues to work with colleagues in commercial units in various capacities. Recently he has served as an academic consultant on the rescue excavations of a Roman villa at Bedale in North Yorkshire. His main research interests are: the archaeology of late Roman and early medieval Britain; Romano-British finds; hoarding; field archaeology; geophysics and the archaeology of economics and coastal environments. He has written a book about the end of Roman Britain and is about to publish articles on Roman period wells and late Roman finger-rings. He is currently researching a new book centred on the themes of transport and communication in the Roman period. Other research projects include the continued investigation of the landscape around an unusual Roman villa in Somerset and the impact that contaminated green waste has on the historic environment.

Professor Ian Haynes is Professor of Archaeology. He specialises in the study of the Roman Empire and has a particular interest in military communities and the archaeology of religion. He has worked on field projects in Britain, Italy, Germany, Romania and Bulgaria. He is currently directing the Roman Temples Project at Maryport and the Lateran Project, which operates underneath St John Lateran (the Pope’s cathedral) in Rome. Recent publications include Blood of the Provinces: the auxilia and the making of Roman provincial society from Augustus to the Severans (2013) and Early Roman Thrace (2011).

Dr Matthew Haysom is lecturer Ancient History and Archaeology. His research interests are in Bronze Age, Iron Age and Archaic Greece. He is particularly interested in the archaeology of religion and the archaeology of Crete. He has worked on a variety of excavations in Greece and Cyprus and was the Curator of Knossos before taking up his post in Newcastle. He is editor (together with J. Wallensten) of Current Approaches to Greek Religion. He is currently finishing a monograph on The Archaeology of Religion on Minoan Crete and is editing a volume (with M. Mili and J. Wallensten) on The Stuff of the Gods: The Material Aspects of Religion in Ancient Greece.
Dr Sophie Hüeglin is a Visiting Fellow in the SHCA. In her continuing research project RESTOMO with Prof. Sam Turner she looks at early medieval stone building technology and the far travelling craftsmen and patrons all across Europe between Tuscany and Northumbria. She graduated from Freiburg University (Germany) with a PhD on medieval heating technology and iconography of Medieval and Early Modern stove tiles. For the last decade she has led large rescue excavations on the well-known Late La Tène site of Basel-Gasfabrik (Switzerland). Her research on cross border co-operations with Basel University has just been published in Fowler & Tipping, The Impact of Borders on Prehistoric Archaeology (2016). She was elected Executive Board member of the European Association of Archaeologists and is part of the Scientific Committee of its Annual Meeting in Maastricht (2017). Additionally she is member of the Advisory Board of the German Society of Pre- and Protohistory (DGUF).

Dr Mark Jackson is Senior Lecturer in Archaeology. He graduated from Newcastle University with a PhD in the early Byzantine archaeology of southern Turkey. His main research interests are Roman, Byzantine and early Islamic periods in the Eastern Mediterranean: landscapes, settlements, churches, ceramics and the archaeology of pilgrimage. He is interested in the application of archaeological theory to the understanding of the early medieval world. Since 2007, he has been directing the excavations of the Byzantine levels at Kilise Tepe, Turkey and is involved in other several other surveys and excavations in Turkey and Greece. He is also responsible for the photographic archive of the archaeologist Gertrude Bell. Dr Jackson is also Degree Programme Director for the MA Archaeology and would be happy to speak to any undergraduate who would like to discuss applying for postgraduate study.

Dr Vicky Manolopoulou is a Visiting Fellow in the School of History, Classics and Archaeology and an Associate Lecturer at Northumbria University. Her expertise lies in the history and archaeology of Byzantium with a research focus on the sacred landscape of Constantinople, memory and commemoration and digital approaches to the study of Byzantine ritual. In her PhD, Vicky explored Byzantine emotions and memory through the examination of liturgical processions in Constantinople. She is currently involved in networks exploring sacred landscapes and emotions from antiquity to Byzantium. Her current and forthcoming publications explore topics on cultural landscapes and the way people experience them.

Dr Caron Newman is a Research Associate with the McCord Centre for Historic and Cultural Landscapes and Fieldwork Officer. She completed her PhD at Newcastle in 2014 having previously worked for many years in commercial archaeology and for English Heritage. At Newcastle, she has worked on the English Heritage funded ‘Historic Seascape Characterisation’ projects for the Irish Sea and East Yorkshire to Norfolk. She is a specialist in rural and urban landscape archaeology, historical archaeology, Geographic Information Systems (GIS), and cultural resource management. Her PhD is on the post medieval and medieval landscape of Cumbria, and her research interests include medieval and post medieval settlement.

Dr Thea Ravasi teaches Roman Art and Archaeology. She graduated from the University of Perugia (Italy) with a PhD on the sculptural display at Hadrian’s Villa (Tivoli). Her main research interests are Roman imperial architecture and architectural design. She is currently researching on the Severan bath complex under the Lateran Baptistry in Rome and on the design, painted decoration and function of the underground spaces of the House of the Cryptporticus in Pompeii. She is also a specialist in roman amphorae with a particular interest on trade and exchanges in the Italian peninsula. She has recently published a book chapter on amphorae and the early Roman colonization of Northern Italy. She has worked on a variety of excavations and fieldwork projects in Central and Northern Italy and was a museum curator before moving to Newcastle.

Dr Lisa-Marie Shillito is a Senior Lecturer in Landscape Archaeology. She started off life as a geographer, having chosen that subject to study at university because of a strange fondness for rocks and landscapes, but still caring about humans too much to be a geologist. Her research investigates the dynamic relationships between people and the environment in the past, bringing together approaches from archaeology, anthropology and geoscience, and she has published widely in this area. She is an assistant
editor for Landscape Research journal, and also manages their social media. Recent fieldwork is focused on midden deposits the Ness of Brodgar World Heritage Site in Orkney, and she runs an environmental archaeology field school as part of the wider excavations at the site. She also conducts fieldwork in Turkey at Catalhoyuk, having been part of the geoarchaeology team for over 10 years.

Dr Eric Tourigny is Lecturer in Historical Archaeology. He is a zooarchaeologist interested in using animal bones as evidence to reconstruct past subsistence strategies, human-animal relationships and interactions with the environment. He is particularly interested in understanding the origins of how animals became pets and how the rise of animal welfare movements affected their well-being. A current project involves an archaeological survey of the earliest pet cemeteries in Britain. He also studies how people have used food as a way of connecting with their heritage and expressing their identities. He conducts research on post-medieval sites from across Britain and on colonial British sites in Newfoundland and Ontario, Canada.

Alex Turner is a Research Associate within the McCord Centre for Landscape. He is a specialist in Geographic Information Systems (GIS), computer modelling, geophysical prospection and archaeological survey - particularly of historic buildings. He provides the GIS, survey, and computer modelling elements for several research projects including Cultural Heritage Through Time 2 at Corbridge, Northumberland and Beckfoot, Cumbria, the Apalirou Environs Project, Naxos, Greece, the Bögsak Archaeological Survey, Turkey, the Expanded Interiors Project, Pompeii and Herculanium, Italy and the Lateran Project, Rome, Italy.

Professor Sam Turner is Professor of Archaeology and Director of the McCord Centre for Landscape. He works mainly on historic landscapes and medieval archaeology (particularly the early Middle Ages) in Britain, Europe and the Mediterranean. He is currently leading or involved in projects with more than twenty international institutions, including archaeological fieldwork in Belgium, France, Greece, Italy, Spain, Turkey and the UK. In 2018 he was appointed visiting professor at the Institute of Advanced Transdisciplinary Studies, Federal University of Minas Gerais (Brazil). His books include Making a Christian Landscape (2006); Wearmouth and Jarrow: Northumbrian monasteries in an historic landscape (with S. Semple and A. Turner, 2013) and Making Christian Landscapes in Atlantic Europe (ed. with T. Ó Carragáin, 2016). He edits the journal Landscapes with Graham Fairclough.

Dr Sally Waite is a lecturer in Greek Art and Archaeology. She has worked extensively with the Shefton Collection of Greek and Etruscan Archaeology in the Great North Museum and has recently completed a cataloguing project funded by the Pilgrim Trust. Her research is primarily on Attic red-figure pottery and she has a particular interest in the history of collecting. She has published on the Kent Collection: Acquiring Antiquity: Greek and Cypriot Pottery from the Harrogate Collection (Harrogate, 2014) and is joint editor, with John Boardman and Andrew Parkin, of On the Fascination of Objects: Greek and Etruscan Art in the Shefton Collection (Oxbow 2015). She is co-editor of Shoes, Slippers and Sandals: Feet and Footwear in Classical Antiquity (Routledge 2018).

Dr Jane Webster is a Senior Lecturer in Historical Archaeology. She teaches and researches on both the Roman and modern period (1700-present), focusing on colonialism, religious art, and slavery. She publishes widely on the material culture of slavery and abolition and is competing a book called Materializing the Middle Passage (about slave shipping). She is also (with Mark Leone) editing a new Oxford Handbook on the Comparative Archaeology of Slavery. Jane is the director of the Derwentcote Cottages Archaeology Project. She co-ordinates Archaeology’s outreach work with schools and colleges and with James Gerrard runs the Newcastle University branches of the Young Archaeologists Club (for children aged 8-18).

### Facilities within the School of History, Classics and Archaeology and around the University

The Robinson Library ([http://www.ncl.ac.uk/library/](http://www.ncl.ac.uk/library/))
Your principal port of call will be the University’s Robinson Library. Apart from its book and periodical holdings, the library also possesses extensive word-processing, photocopying, and CD-ROM facilities. Further, and more detailed, information is available from the library’s staff. Periodicals (journals) are mostly confined to the library. The maximum loan-period for books is now 4 weeks, and for short-term loans it is 1 week. **Additional copies of key texts for all modules are to be found in the Student Text Collection, and are confined to the library.** Online reading lists are available for all Archaeology modules: https://www.ncl.ac.uk/library/services/reading-lists/

**The Great North Museum Library**

The library on the top floor of the Great North Museum combines the collection from the former Cowen Library with those of the Society of Antiquaries of Newcastle-upon-Tyne. **This is an excellent resource for Archaeology students.** The collection is particularly strong for the Roman period and for local archaeology, but note that extra copies of many of the key texts for modules in all periods can be found here too. The library is also a very nice place to work. Opening times are usually 10.00-4.00 Monday-Friday. You can ring 208 3555 (the Library desk) to confirm opening hours.

**Other Libraries**

As a student of this university, you may also consult books and periodicals in the libraries of the Universities of Durham and Northumbria, but you cannot borrow any item. You could also join Newcastle Central Library, off Northumberland St. Its holdings are particularly good for local and regional history. Finally, there is the Library of the Literary and Philosophical Society of Newcastle upon Tyne [http://www.litandphil.org.uk/]. Student membership might seem a bit steep at £50.00 but this is a fantastic place to work.

**Wolfson Archaeology Laboratory (King George VI building)**

We use this laboratory for our scientific and ‘hand on’ research and teaching, for example metals analysis and pottery studies.

**The Finds Room (2nd Floor, Armstrong Building)**

This is a space for storing some of our teaching collections and archaeological material we are working on.

**The Great North Museum** [https://greatnorthmuseum.org.uk/]

The Great North Museum brings together the collections (and library resources) of three museums formerly located on and around the campus: the Hancock Museum, the Museum of Antiquities, and the Shefton Museum of Greek Art and Archaeology. We make considerable use of the GNM collections in our teaching.

**Student Common Room**

There is a student common on the second floor of the Armstrong Building. It has vending machines, tea making facilities and space to work and chat. It’s a really useful space to use if you need to take a break or work in a small group on a presentation.

**The Heritage City website**

This unique resource was designed to help students to find dissertation topics based in and around Newcastle, and to work with heritage experts beyond the University. It can be accessed at [http://research.ncl.ac.uk/heritagecity/](http://research.ncl.ac.uk/heritagecity/)
4. Structure and Content of the Programme

The programme is studied over three years full-time.

The programme is divided into three stages. Each year, or stage, requires the study of modules with a total credit value of 120. The three years of the degree therefore amounts to 360 credits. Each credit represents 10 hours of student effort, covering lectures, seminars, workshops, private study, completion of coursework and revision.

At each Stage students have the right to earn 20 credits from an open elective module selected from any subject area across the University.

For degree classification purposes all Level 6 (that is, Stage Two and Stage Three modules) modules count. Stage 3 credits have twice the weighting of Stage 2 credits in the final degree classification.

Progression to the next stage of the programme is conditional on meeting the conditions laid down by the University for progression. Students are normally required to pass every module with a mark of at least 40% in order to proceed.

At Stage Three, all students must undertake a 40 credit dissertation.

All students are required to participate in approved excavations, fieldwork or other practical work of at least two weeks’ duration at the end of Stage One and at least two weeks’ duration at the end of Stage Two.

This programme is built around a broad range of themes, including archaeological theory and practice, archaeological science, prehistoric, Roman, Byzantine and medieval archaeology, and historical archaeology (1500-present).

In Stage One, compulsory module ARA1027 introduce students to the basic aims, theories and methods in both archaeology, and to practical skills and concepts. Students are also introduced to archaeological science in ARA1026, to prehistoric Britain in ARA1028, and to the post-prehistoric archaeology of Britain, from the Roman-modern period, in ARA1030. Visits are made to local archaeological sites and museums.

ARA 1001 introduces students to the study of material culture.

During the summer vacation at the end of Stage One, students participate in approved excavations, fieldwork or other practical work of at least two weeks’ duration.

Stage One modules begin the development of all related intellectual and practical skills. Transferable skills are also introduced and practiced.

Stage Two modules extend the geographical range of purely archaeological study to the rest of Europe and the countries around the Mediterranean, encompassing archaeological eras from prehistory to the early medieval period. Fieldwork methods and artefact analysis, as well as archaeological theory are compulsory at this stage through ARA2012 and ARA2001 respectively.

Stage Two also provides opportunities for specialisation in archaeology, with students choosing electives from a list that ranges from later prehistory to historic archaeology. The lectures and seminars that accompany the fieldwork module equip students to undertake a second excavation or fieldwork placement at the end of Stage Two.

Stage Two modules are mainly on narrower topics than Stage One modules, and are studied at a more intensive and demanding level than those at Stage One. Modules at Stage Two continue the development of intellectual skills and practical skills and transferable skills are also developed at Stage 2.

In Stage Three, the study of archaeology is undertaken at a still more intensive level. Modules are chosen from electives within the broad range of themes central to the programme.

All students also undertake a 40 credit dissertation on a subject of particular interest. In Semester One of Stage 3 they receive preparatory dissertation research training, fostering generic independent research skills, but also targeting subject-specific themes and issues, the dissertation, like all Stage Two and Stage Three modules, develops intellectual skills and practical skills, but also provides students with the opportunity to develop research skills and produce an extended study. Transferable skills are further developed at Stage Three.
For more detailed information on the content and structure of your degree programme, see the V400 Degree Programme Specification, available at [https://www.ncl.ac.uk/regulations/programme/2017-2018/documents/-V400.pdf](https://www.ncl.ac.uk/regulations/programme/2017-2018/documents/-V400.pdf)


These can also be accessed from the School of History, Classics and Archaeology website and a printed version will be available from the School Office during induction week.

5. **Excavation and Fieldwork**

The regulations for V400 Single Honours in Archaeology require you to obtain a minimum of 2 weeks field experience on a Newcastle approved project in each of the vacations between Stages 1 and 2, and Stages 2 and 3.* **This is an obligatory part of your course.** * Exemptions from the norm should be approved in advance and in writing by the Fieldwork Co-ordinator, Dr Caron Newman. In Stage 2 work experience with a museum or other heritage organisation may be approved in place of fieldwork. Details of projects will be made available later in the year.

Gaining substantial fieldwork experience is vital if you wish to work in field archaeology after you graduate. The four weeks field experience for your degree is a minimum requirement. If you wish to obtain further field experience, guidance will be given in the fieldwork module (ARA2012) and can be obtained from the Fieldwork Co-ordinator, Dr Caron Newman.

The School of History, Classics and Archaeology provides a fieldwork grant of £300-400 per year per student (for the first two years). If you are attending a Newcastle run project it is likely that this funding will be granted directly to the project. The cost of fieldwork is heavily subsidised and the fieldwork grant is intended to largely cover the student's own food, accommodation and transport (there may be additional costs). Students opting to undertake fieldwork abroad or at other institutions will find that costs vary considerably.

6. **Extra-Curricular Activities**

There are many ways in which students can get involved in archaeological activities within the University, and also throughout Newcastle and the wider region.

**University-based opportunities**

- New students are strongly encouraged to join the student-run Archaeology Society, which organises a variety of talks and social events. [https://www.facebook.com/newcastleuniversityarchaeologysociety](https://www.facebook.com/newcastleuniversityarchaeologysociety)
- Research Seminars (talks by members of our own staff, and visiting academics) are held regularly throughout term time, and students are warmly encouraged to come along to these: check the list of current seminars at [http://www.ncl.ac.uk/hca/seminars/](http://www.ncl.ac.uk/hca/seminars/) and look out for adverts and notices in the Armstrong Building throughout the year.
- Students with an interest in working with children can volunteer to become assistant leaders of one of the two Newcastle branches of the Young Archaeologists Club (YAC). These meet once a month and are run by Jane Webster, James Gerrard and others: contact Jane for more information at jane.webster@ncl.ac.uk.
- A fantastic programme of visits to local sites of historic interest (all accessible by public transport) is organised every year by Dr Susanna Phillippo. All students in History, Classics and Archaeology are warmly welcome to take part: look out for emails, or contact Susanna.Philippo@ncl.ac.uk.
Volunteering Opportunities - Museums

Many archaeology students seek out (usually unpaid) volunteering opportunities in the heritage sector – a great way to enhance one’s CV and gain valuable work experience. We have very close links with Tyne & Wear Museums and Archives, and particularly with the Great North Museum. There are numerous opportunities for volunteers at the Great North, and other T&W museums: see https://twmuseums.org.uk/volunteers. Beamish Open Air Museum is also keen to attract volunteers, and many of our students have found placements there: see http://www.beamish.org.uk/get-involved/volunteering/.

Volunteering Opportunities – the Universities at War Project

We are trying to record information about all of the men (students and staff) from this University and from Durham who died in WW1. To get involved visit http://memorial.ncl.ac.uk/volunteering

Volunteering – Portable Antiquities Scheme (http://www.finds.org.uk/)

The PAS is a voluntary scheme to record artefacts found by members of the public. If you would like to get involved with the scheme please contact the PAS at https://finds.org.uk/getinvolved/volunteering

Volunteering Opportunities – Fieldwork

You are required to take part in two field projects in the course of your degree, but many students do much more than this, as volunteers on local or national field projects. Be warned – many field projects demand payment in return for the training they provide; but that’s not always the case.

The Council for British Archaeology has a helpful newsfeed website listing on-going fieldwork opportunities: http://new.archaeologyuk.org/participate/.

Major annual projects taking volunteers in our region include:

- Bamburgh Castle http://www.bamburghresearchproject.co.uk/
- Derwentcote Forge Cottages (contact Jane Webster).

Students with an interest in historic buildings might like to join the North East Vernacular Architecture Group, which meets regularly to study and survey buildings in the region: see http://www.archaeology.co.uk/local-societies/north-east-vernacular-architecture-group.htm

NWE (Newcastle Work Experience)

Newcastle Work Experience (NWE) is a paid, flexible work experience programme offered by the University Careers Service. The scheme provides students with the opportunity to do challenging project-based placements within Newcastle University and the North East. Find out more at http://www.ncl.ac.uk/careers/workexperience/internships/#newcastleworkexperience

Local Societies

The Society of Antiquaries of Newcastle upon Tyne has an excellent programme of talks and walks, and warmly encourages student members: see http://www.newcastle-antiquaries.org.uk/index.php?pageid=284. An added bonus is that the Society has an extensive book
collection, now housed in the Great North Museum Library, and members are able to take these books out for personal use.

The Literary and Philosophical Society of Newcastle upon Tyne also hosts regular lecturers, which are open to non-members: see http://www.litandphil.org.uk/whats-on/.

7. Referencing

There are several ways of citing sources in your coursework but in Archaeology modules we expect you to use the Harvard System. This system is based on the Style Manual for Authors, currently in its 6th edition. The rules of the Harvard system take a bit of time and practice to learn, but it is very important that you follow them: referencing is one of the key skills of academic writing, and we expect you to be competent by the end of your first year. In writing this guide we have used an excellent presentation about Harvard referencing https://www.usq.edu.au/library/referencing/harvard-agps-referencing-guide. You are urged to visit this website and watch the presentation.

What is referencing for?
All academic writing - not just yours, that of your lecturers and anyone else who publishes scholarly work - needs to be properly referenced. Referencing:

- **Acknowledges the work of others**
  That is, to show what you have read and taken material from.

- ** Gives your work credibility and reliability**
  In answering any question, you need to draw on reliable information, and back up your arguments using well-informed research – referencing shows us you have done that. Note that there’s a whole host of material we do not usually regard as credible or reliable: Wikipedia, Horrible Histories, the Pop-up-Book of World Archaeology for the Under 7s, and websites other than those we suggest you use all fall into this group. Be warned!!

- **Demonstrates that you have read and considered the relevant literature**
  Your references (and accompanying bibliography) tell us exactly what you have read – and shows how much of the reading we recommended has actually been used.

- **Validates the points you have made**
  That is, you have found information to back up and support your point (‘As Smith (1992: 14) argues….’).

- **Follows academic writing standards**
  We all have to do it – including you!

- **Helps you to avoid plagiarism (see the section on plagiarism elsewhere in this handbook)**
  Precisely because you are acknowledging everything you have used.

The box on the following page shows you what Harvard referencing looks like. It contains a section of text from an academic paper, and also the relevant bibliography entries from the end of the paper. Some things will immediately be obvious as you look at the text extract.

The first thing is that there is a **lot** of referencing here – and you should be aiming for something similar: certainly at least one reference per paragraph.

Second, everything cited in the text is cited is included in the bibliography. This is golden rule of referencing number one: the works cited in your text should all appear in your bibliography. Likewise, do not put things in the bibliography that are not cited in the text.

Third, each reference gives two crucial bits of information – the surname(s) of the author(s) and the date of publication (Scheidel 1997). Most also include page numbering too (Dal Lago and Katsari 2008: 6).

Why have page numbers in some cases and not others? The difference here is that Dal Lago and Katsari make a very specific point about globalisation, on a specific page in their paper about slave management systems, so the page number is needed to locate that specific point. By contrast, Scheidel 1997, 2005a and 2005b are cited as examples of key studies on a broad general theme, so it is acceptable to cite them without specific
A new approach to colonial history is emerging, within which Rome is being repositioned as one player among many (Dal Lago and Katsari 2008: 6-10; see also Gosden 2004: 20-50). Notable here is the work of Walter Scheidel, a leading scholar of the Roman slave supply, who has long made use of comparative material in his work on slavery (see, for example, Scheidel 1997, 2005a, 2005b), but has also championed the development of a comparative history of the Roman and Chinese Empires (Scheidel 2006). The comparative approach favoured by Scheidel, and by many of the historians mentioned below is the ‘contrast of contexts’ method (as defined by Skocpol and Somers 1980: 178-80), whereby comparisons are made between equivalent units in order to identify the unique features in each. To compare, in other words, is also to contrast, and on this basis to see the differences, as well as the similarities, between societies and social processes. In Scheidel’s view:

...we cannot really hope to understand developments in one system – say, the Roman empire, or the Han empire unless we have some appreciation of how things turned out in broadly analogous cases; without comparisons we can never know if particular outcomes were common or rare, and which variables were endowed with causative agency. To some extent, the historical study of a single case – a single empire in our case – can only result in the antiquarian accumulation of data and untestable and therefore inherently arbitrary claims about significance and causality (Scheidel 2006: 4).

Scheidel’s comment on analogy is a good one to hold in mind as we turn to consider the phenomenon of chattel slavery, and the use of comparative approaches there.

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**BIBLIOGRAPHY EXTRACT**


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A fourth point to note is that direct quotations (‘using quotation marks’) should be kept to a minimum, and only used when the writer you are borrowing from says something so crucial to your argument that he or she...
is worth citing in full. Much of the time, it is better to summarise or paraphrase the argument the author is making and then adding a Harvard reference to this ('As Smith 1992: 14 argues........'). Using your own words shows you have understood the material you have read and can sum it up properly. Over-reliance on quotations suggests a lack of confidence in your own ability to read and understand relevant material.

Finally, take a good look at the way these references are placed within the text extract. Note that they do not interrupt the flow of either sentence or argument, but are integrated fully within the passage. Knowing how to place a reference is half the battle and some more examples are given below.

Stonehenge has been studied by antiquarians for several hundred years (Chippindale 1994).

Chippindale’s comprehensive survey (1994) explores different ways in which Stonehenge has been studied by antiquarians.

Stukeley dated Stonehenge to the pre-Roman period by means of ingenious field observations (Chippindale 1994: 79-81).

According to Chippindale (1994: 79-81) Stukeley dated Stonehenge to the pre-Roman period by means of ingenious field observations.

Turning to the bibliography extract, certainly things are immediately noticeable there too. First, the bibliography is in alphabetical order – that is another crucial golden rule. Second, the bibliography entries are structured in such a way that it is possible to differentiate between different types of source material. Four different types of publication are included in this extract:

- **Books by a single author (Gosden 2004)**
  C Gosden wrote *Archaeology and Colonialism* all on his own – so it is single-authored

- **Papers or articles taken from edited books (Dal Lago and Katsari 2008a).**
  An edited book is a book in which one or more editors (here, Dal Lago and Katsari) bring together a collection of papers, all written by different authors. The editors usually write an introduction, and often write another paper too. That is what has happened here – Dal Lago and Katsari have contributed a paper on estate management to their own edited book, *Slave Systems Ancient and Modern*.

- **Articles in journals (Scheidel 1997, 2005a; Skocpol and Somers 1980)**
  Journals are collections of papers that appear once (or more often) each year. Each paper is by a different author or authors. This extract contains three journal articles. The first is Scheidel’s paper in the *Journal of Roman Studies* for 1997. The number ‘87’ tells us that this is the 87th volume of that journal. The second is also by Scheidel, in the same journal, but in a different year (2005) – the volume number is of course now higher: it is 95. The final example is a co-authored paper (two authors writing together); in the journal *Comparative Studies in Social History*. This journal appears more than once per year, and the number 22.2 tells us that that this article appeared in the second instalment of volume 22. Many journals (but by no means all) are now available both as hard copies and online. You will make use of many of these ‘e-journals’ in your work, and the golden rule here is this: if a journal only exists on the internet, you will of course need to provide a URL (a website address), but if you read online a published journal that exists – somewhere in the world – in paper form, then cite it in the format shown in these examples from the *Journal of Roman Studies* and *Comparative Studies in Social History*.

- **Material only available online (Scheidel 2005b, Scheidel 2006).**
  Two of Scheidel’s papers have not been published yet – they are available as ‘work in progress’ on a website hosted by his University – the URL is included in the reference, because that is the only place where the material can be accessed.

Third, it will be obvious that there are rules to be followed in laying out your bibliography correctly. The remainder of this guide sets out those rules, and you should play close attention to them in preparing your own bibliographies. Please note that because the Harvard system has been around for a long time, and because different publications sometimes vary the rules, you will see many variations on the format below as you read and take down references for use in your own work (for example, some publishers do not put...
brackets around publication dates, or some insist on commas after author initials, or use pp. to denote page numbers) The rule here is be consistent – pick one style and stick to it throughout your text, and your bibliography. The version below is that most commonly used.

Citing Ancient Sources

There are separate conventions for citing ancient sources. In such cases we usually use an abbreviation of the title (there are a range of accepted abbreviations for all major works) rather than a year of publication. Furthermore, we do not give page numbers, but rather references by book, section, and the specific lines cited.

Imagine, for example, that you wished to write about the execution of the followers of Lucceius Albinus, the procurator of both Mauretania Caesariensis and Mauretania Tingitana. This episode appears in Tacitus’ Histories. The reference would read (Tacitus Histories 2. 58-59).

It is impossible to list all the accepted abbreviations used for all ancient documents here, the important thing is to be aware that a different convention operates. In the course of your reading you will quickly become familiar with the most common examples.

Inscriptions

The vast majority of known inscriptions have already been catalogued and numbered. Whenever referring to these inscriptions it is important to include the catalogue number. Well known examples of Latin inscriptions, for example, include the RiB numbers for those for Roman Britain (catalogued in the Roman Inscriptions of Britain volumes) and the CIL numbers (from the comprehensive multi volume series of Latin inscriptions from across the provinces of the Roman Empire).

Papyri and Writing Tablets

If you want to cite a published papyrus or writing tablet, you do so using the convention set out in the volume in which it is first published. Papyri references begin with a ‘P.’ for papyrus, tablet references with a ‘tab.’ for tablet. The second part of the name normally refers to the collection title. The Vindolanda Tablets offer a good example of how the system operates. Consider Tab. Vindol. II. 254. This tells the reader that it is a Vindolanda Tablet, number (note not page) 254 in the second published volume.

Other referencing systems

Many other types of archaeological material are cited through numbers. Check to see if you can find these reference numbers. Good examples are coins, Roman coins are frequently cited through the Roman Imperial Coinage (RIC) number. Sculpted stone also often has a unique reference number.

8. Getting Your Bibliography Right

For books use the same standardised formula (author (year) title, place of publication: publisher) for every item:


If the book contains chapters by several writers and has been edited, rather than written, by the named individual(s) make this clear:


To cite a chapter in an edited book use a standard formula (author (date) 'Title of chapter’, in editor’s name, Title of edited book, place of publication: publisher: page numbers of chapter):


Citation of an article in a journal or periodical follows a similar formula (author (date) ‘Title of article’, *Journal Title* volume, part: pages):


Note that even if you read the journal online (for example via JSTOR or another e-journal publisher) you should cite it this way, without a URL.

Reports/Research papers in established series use the same formula as books (author (date) title, publisher: place of publication: name of report series and number of volume):


Citing internet sources in your bibliography

The most difficult type of publication to cite accurately is an internet source. Here are a few simple guidelines on how to reference a website:

This is a webpage about the Hoxne Hoard:

http://www.britishmuseum.org/whats_on/exhibitions/hoards.aspx

NEVER cite this in text as a URL: ‘the late Roman hoard at Hoxne contained lots of coins (http://www.britishmuseum.org/whats_on/exhibitions/hoards.aspx)’ – THIS IS WRONG.

The correct way to reference this is as follows:
‘the late Roman hoard at Hoxne contained lots of coins (British Museum 2012).’

In your bibliography the reference would read:

British Museum 2012 *The Hoxne Hoard*.

A digital version of a paper journal (on JSTOR for instance) should always be referenced as a paper journal. A scanned copy of an article provided by the library should also be referenced as if it were a paper document.

An article in a journal only available online should be cited as follows:
Again, the Harvard reference is (Wickham-Jones 1999)

Wikipedia – It is unlikely that any of your markers will be impressed by a reference to Wikipedia.
9. Prizes

We award several prizes at our Examinations Board each year, reflecting the hard work of Stage 2 and 3 students.

The Gladys Bettess prize (V400). This prize is awarded for the best undergraduate degree result. It commemorates Gladys Bettess who graduated from Single Honours Archaeology after turning seventy. She then went on to complete a MLitt thesis on her home town of Alnmouth before her untimely death in 1994. The prize was established in Gladys’s memory by her husband, Fred Bettess, who wrote the book *Surveying for Archaeologists* and edited Gladys’s thesis for publication.

The Fred Bettess prize (V400/VV14/VV41). This prize was established in 2015, in memory of (and through the generosity of) Fred Bettess. It is awarded to a Stage 3 student who has made a notable contribution to archaeological field work either through one of their required placements or as a volunteer.

The Ray Field Prize (V400/VV14/VV41). This prize is awarded for exceptional achievement in prehistoric archaeology.

The Richmond Prize (V400/VV14/VV41). The Richmond Prize is awarded for the best performance in Stage 2. The prize commemorates Sir Ian Richmond, the outstanding expert on Roman archaeology who taught Archaeology at Newcastle from 1935 to 1956.

The RM Harrison Prize (V400/VV14/VV41). The RM Harrison prize is awarded to the student with the best dissertation. Martin Harrison was a Professor of Archaeology at Newcastle from approximately 1972 to 1984.

The Gertrude Bell Special Award (V400/VV14/VV41) is given for outstanding student contribution. This is not necessarily an award for academic excellence – it is given to a graduating student who, in the view of the Archaeology staff, has shown outstanding initiative in making the very most of their three years as an undergraduate, and who has contributed something special to the life of the Archaeological community at Newcastle.
### Appendices

#### A. Marking Criteria

<table>
<thead>
<tr>
<th>UNDERGRADUATE GENERIC CRITERIA 1: GAINING KNOWLEDGE &amp; SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mark</strong></td>
</tr>
<tr>
<td><strong>Class</strong></td>
</tr>
<tr>
<td>Evidence of range of material studied</td>
</tr>
</tbody>
</table>

| Accuracy | Highly inaccurate | Considerable elements of inaccurate material | Some accurate material | Reasonable level of accuracy shown | Good level of accuracy shown | Showing a very high level of accuracy | Showing a very high level of accuracy |

| Technical Competence | Little or no technical competence demonstrated | Basic technical competence in a small number of simple areas | Demonstrating basic technical competence in some areas | Demonstrating a reasonable level of technical competence | Demonstrating a good level of technical competence | Demonstrating a high level of technical competence | Demonstrating a very high level of technical competence |

<table>
<thead>
<tr>
<th>UNDERGRADUATE GENERIC CRITERIA 2: RATIONALISATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mark</strong></td>
</tr>
<tr>
<td><strong>Class</strong></td>
</tr>
<tr>
<td>Relevance of material used</td>
</tr>
<tr>
<td>Use of evidence</td>
</tr>
<tr>
<td>Quality of argument</td>
</tr>
<tr>
<td>Organisation and structure</td>
</tr>
<tr>
<td>Showing understanding</td>
</tr>
<tr>
<td>Critical analysis</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>Independent and original thought in pulling the wwww disparate ideas into a coherent whole</td>
</tr>
</tbody>
</table>

**UNDERGRADUATE GENERIC CRITERIA 3: EXECUTION**

<table>
<thead>
<tr>
<th>Mark</th>
<th>0-34</th>
<th>35-39</th>
<th>40-49</th>
<th>50-59</th>
<th>60-69</th>
<th>70-79</th>
<th>80-100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>Bad Fail</td>
<td>Marginal Fail</td>
<td>Third Class</td>
<td>Lower Second</td>
<td>Upper Second</td>
<td>First</td>
<td>Outstanding First</td>
</tr>
<tr>
<td>Care taken in presentation</td>
<td>Very poor presentation</td>
<td>Insufficient care taken in presentation</td>
<td>Some care in presentation</td>
<td>Reasonable care taken in presentation</td>
<td>High level of care in presentation</td>
<td>Excellent care taken in presentation</td>
<td>Excellent care taken in presentation</td>
</tr>
<tr>
<td>Care taken in acknowledgement of sources</td>
<td>Very poor acknowledgement of sources</td>
<td>Insufficient care taken in acknowledgement of sources</td>
<td>Some care in acknowledgement of sources</td>
<td>Reasonable care taken in acknowledgement of sources</td>
<td>High level of care in acknowledgement of sources</td>
<td>Excellent care taken in acknowledgement of sources</td>
<td>Excellent care taken in acknowledgement of sources</td>
</tr>
<tr>
<td>Appropriateness of communication for designated audience</td>
<td>Communication takes no account of audience</td>
<td>Communication takes little account of audience</td>
<td>Communication takes some account of audience</td>
<td>Communication takes reasonable account of audience</td>
<td>Communication takes good account of audience</td>
<td>Communication carefully designed to meet needs of audience</td>
<td>Communication carefully designed to meet needs of audience</td>
</tr>
<tr>
<td>Application of technical skill</td>
<td>Very little technical skill applied</td>
<td>Weak technical skill applied</td>
<td>Basic level of technical skill applied</td>
<td>Reasonable technical skill applied</td>
<td>Good technical skill applied</td>
<td>High level of technical skill applied</td>
<td>Outstanding technical skill applied</td>
</tr>
<tr>
<td>Fluency and clarity of expression</td>
<td>Unclear and lacking in fluency</td>
<td>Largely unclear and lacking in fluency</td>
<td>Clear in some places, but lacking fluency</td>
<td>Clearly expressed in some places with some fluent elements</td>
<td>Majority of work clearly expressed in fluent language</td>
<td>Majority of work clearly expressed in fluent language</td>
<td>Clearly expressed in fluent and elegant language</td>
</tr>
<tr>
<td>Worthy of dissemination</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Worthy of dissemination</td>
</tr>
</tbody>
</table>

**NOTE:** All students are expected to communicate their answers clearly, in good English and in exams written legibly.
B. Relevant Links

Overview: [http://www.ncl.ac.uk/ltds/governance/modules/dph/](http://www.ncl.ac.uk/ltds/governance/modules/dph/)

Section A: Introductory Information:
[http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/](http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/)

- Key Dates: [http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/dates/](http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/dates/)
- University Timetables: [http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/timetable/](http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/timetable/)
- Student Charter and Offer: [http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/charter/](http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/charter/)
- Attendance: [http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/attendance/](http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/attendance/)
- Student Self-Service Portal (S3P): [http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/s3p/](http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/s3p/)

Section B: Degree Programme and Module Information:
[http://www.ncl.ac.uk/ltds/governance/modules/dph/degreeprogramme/](http://www.ncl.ac.uk/ltds/governance/modules/dph/degreeprogramme/)

Section C: Student Support: [http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/](http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/)

- Personal Tutoring: [http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/personaltutoring/](http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/personaltutoring/)
- Peer Mentoring: [http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/peermentoring/](http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/peermentoring/)
- Student Services (King’s Gate): [http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/studentservices/](http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/studentservices/)
- Student Advice Centre: [http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/advicecentre/](http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/advicecentre/)

- Section D: Circumstances affecting your studies:
  [http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/](http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/)
- Illness and PECs: [http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/illnessandpec/](http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/illnessandpec/)
- Change of Circumstances: [http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/circumstances/](http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/circumstances/)
- Complaints and Appeals: [http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/complaintsandappeals/](http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/complaintsandappeals/)

Section E: Assessment and Feedback:
[http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/](http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/)

- Coursework Submission/Late Submission: [http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/submission/](http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/submission/)
- Exams: [http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/exams/](http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/exams/)
- Feedback: [http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/feedback/](http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/feedback/)
- Marking and Moderation: [http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/markingmoderation/](http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/markingmoderation/)
Assessment Irregularities/Disciplinary Procedures: 
http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/irregularities/

Section F: Student Representation and Feedback: 
http://www.ncl.ac.uk/ltds/governance/modules/dph/representation/
- Module Evaluations: 
  http://www.ncl.ac.uk/ltds/governance/modules/dph/representation/evaluations/
- External Surveys: 
  http://www.ncl.ac.uk/ltds/governance/modules/dph/representation/externalsurveys/
- Student Representation: 
  http://www.ncl.ac.uk/ltds/governance/modules/dph/representation/studentrepresentation/

Section G: Ensuring the Quality of Your Degree: 
http://www.ncl.ac.uk/ltds/governance/modules/dph/ensuringquality/

Section H: Resources: 
http://www.ncl.ac.uk/ltds/governance/modules/dph/resources/