

ARCL0047

‘A DETAILED STUDY OF A SELECTED TOPIC’

BA/BSc DISSERTATION HANDBOOK



Module: ARCL0047

Year: 2022-23

Credits: 30

Submission Deadline: 3rd May 2023

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Room 301

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‘A detailed study of a selected topic’
*(Informally known as, and hereafter referred to as, The
Dissertation)*

How to Use This Handbook

The handbook has two parts:

Part I gives you all the information you need to know concerning how to choose a topic, find a supervisor, and get started on your research. It also provides advice on how to go about your research and how to write the dissertation and includes the duties of the Dissertation Supervisor, what is expected of each student, and the deadlines to be met.

The appendices to Part I include **all the forms** you will need to submit during your dissertation study, and guidance on the dissertation presentations.

Part II has a list of Institute staff members who can supervise projects in the 2022-2023 academic year. The descriptions of each staff member’s expertise will give you an idea of the range of topics that are possible.

THE DISSERTATION TIMETABLE

SECOND YEAR		
YEAR	WHEN	TASK/EVENT
Second Year - Term 2		Compulsory Dissertation Talk and issuing of the Dissertation Handbook . A register will be taken.
Second Year - Term 2/3	As time is available in Term 2/3	Select general area of proposed dissertation , get advice

		- A short summary of your progress on your dissertation
Third Year - Term 1	Mid-term meeting (Week 7)	TO DO: - Attend 10-minute meeting with the Third Year Tutor to discuss your progress. Please email me the Pink Form in advance.
Third Year - Term 1	By end of Term 1	Meet regularly with your Dissertation Supervisor(s). By the end of Term 1: - You should have finished all fieldwork, also the majority of your data collection - You should have completed your literature review - If you are engaged in laboratory analysis you should have most of this completed (subject to accessibility)
Third Year - Term 2	Early January	TO DO: - Attend compulsory Dissertation talk by the Third Year Tutor to advise you on your dissertation presentation.
Third Year - Term 2	Third Year	

Articles in periodicals
Unpublished material
Internet publications

2.18 Appendices

2.19 Plagiarism

3. DEADLINES AND RELATED MATTERS

3.1 Deadlines for forms and written work during Term One and Term Two of your Third year

Orange Form (Term One)

Pink Form (Term One)

Reading Week (Term Two) submission of a piece of text (1000-1500 words)

3.2 Submission (Term Three)

3.3 Extensions

3.4 Penalties for late submission

3.5 Course Appraisal

3.6 Examination

3.7 Post-examination

Return of second copy

Publication of Dissertations

Consultation of Institute copy

4. PRIZES

Royal Archaeological Institute Dissertation Prize

The Roy Hodson Dissertation Prize

Society for Medieval Archaeology John Hurst Undergraduate Dissertation Prize

Society for Post-Medieval Archaeology Undergraduate Dissertation Prize

Roman Society Undergraduate Dissertation Prize

APPENDICES PART I

A1 Page layout for the title page of the dissertation

A2 Copy of the Green Form

A3 Copy of the Orange form

A4 Copy of the Pink Form

A5 Criteria for the marking of dissertations

A6 Instructions for the presentation

PART II: STAFF RESEARCH AREAS

Staff are listed alphabetically

Dissertation Supervisor.

1.6 Approaching a supervisor.

If a research area or project in which you are interested immediately suggests a certain member of staff, then make an appointment straight away. If a possible supervisor is not immediately apparent but you have an idea of what you want to do, then your first step might be to discuss your ideas with your **Personal Tutor**, who will then be able to suggest a possible supervisor; or, you can initially discuss dissertation possibilities with one or more of the listed members of staff who share your research interests, and then decide.

If you are still have questions after following the above procedures, or in fact in any circumstance – for example, if you have no idea of what kind of topic you would like to explore – you are advised to make an appointment to see the Third Year Tutor so that you can discuss a way forward.

BA Archaeology & Anthropology: procedures for identifying a Dissertation Supervisor in the Anthropology Department

As part of their degree, BA Archaeology & Anthropology students are entitled to receive supervision in the Anthropology department, or jointly across Anthropology and the IoA, if the topic of their Dissertation requires it. BA Archaeology & Anthropology students who are interested in being supervised by a member of the Anthropology department should initially contact the Anthropology Tutor (Prof. Haidy Geismar:

Create a References Cited document in your notebook / computer right from the beginning and enter ALL the sources from which you are taking notes in correct bibliographic format. It seems like a lot of work, but in the end, it is easier to delete the sources you haven't used than to have to run back to the library to get source information you forgot.

Make sure you identify those sentences which are copied as direct quotes, noting the page number(s) where you got the sentence from – it's easy to accidentally add a direct quote thinking it's your own if you haven't noted the page number/source; you then risk getting caught out for plagiarism (not matter how much of a genuine mistake it is)!

- If you use index cards, use a card for each source and a separate colour for all your reference cards.
- If you use a notebook or binder, keep a separate section for your reference information. Consider using a separate colour for these pages.
- In all the above cases, though, you need also to remember to write the source information (journal article or chapter in a book or book title plus publication information) at the head of each section of notes you take when you read from the source (see next section).

Reading notes

- This category contains all the actual notes you take from your readings.
- **MAKE SURE TO KEEP TRACK OF PAGE NUMBERS.**
- Whether you use a computer or index cards or a notebook, sometimes the easiest way is to create a left-hand column and use only that column to write the page number from which your notes or quotes derive. Whether notes or quotes, you need the page number!
- Also make sure to develop a system (as referred to above under 'References') of consistently recording where the information you are collecting is from. Some people number their sources

APPENDIX 1

(Format for the title page of your dissertation)

Title of dissertation

Author (NB: your code,

APPENDIX 2

UCL INSTITUTE OF ARCHAEOLOGY

ARCL0047 UNDERGRADUATE DISSERTATION (Form A: **Green Form)
DISSERTATION REGISTRATION FORM**

Please complete this form, in consultation with your Dissertation Supervisor, and return it the Third Year Tutor when you meet with him/her during the Third Term of your second year.

NAME OF STUDENT

DEGREE _____

PROPOSED AREA OF STUDY FOR DISSERTATION
_____*WHO WILL BE SUPERVISING THE DISSERTATION
_____SIGNATURE OF PRINCIPAL SUPERVISOR OF DISSERTATION

DATE _____

I confirm that I have read the Institute of Archaeology's ethics guidelines at: <http://www.ucl.ac.uk/archaeology/research/ethics> and understand that ethical approval may be required before collecting any data.

SIGNATURE OF STUDENT

DATE _____

*Note: Arch&Anth students should have this form countersigned by the appropriate Degree Co-ordinator (either David Wengrow or Haidy Gaismar). Students wishing to be supervised in the Department of Anth

APPENDIX 3

UCL INSTITUTE OF ARCHAEOLOGY

**ARCL0047 UNDERGRADUATE DISSERTATION (Form B: Orange Form)
VACATION PROGRESS FORM**

Please complete this form and give it to the Third Year Tutor in advance of your individual meeting in Week 1.

NB. You can type the text and paste it on to the form, or print straight on to the form, or fill it in by hand.

NAME OF STUDENT
_____NAME OF SUPERVISOR(S)
_____WORKING TITLE OR SUBJECT OF DISSERTATION

_____SUMMARY OF WORK DONE SO FAR ON THE DISSERTATION AND OUTLINE OF
MAIN DATA SOURCES/SOURCES OF INFORMATION

Continue overleaf if necessary

SIGNATURE OF STUDENT

DATE _____

APPENDIX 4

UCL INSTITUTE OF ARCHAEOLOGY

ARCL0047 UNDERGRADUATE DISSERTATION

APPENDIX 5

CRITERIA FOR MARKING BA/BSc DISSERTATIONS

The dissertation will be marked taking into account the aims and objectives of the dissertation.

The ideal dissertation should:

Be written coherently and concisely in a well-structured and easily readable form that is clear and free from unintended ambiguity.

Present evidence of independent critical thought.

Display originality in the novel interpretation and presentation of existing information, the approach to the problem, the structure of the argument, the discovery of new information and/or the presentation of new ideas.

Display a thorough and critical knowledge of the relevant literature, concepts and ideas and a sense of proportion in evaluating evidence and the opinions of others.

Display notable depth and breadth of understanding and perception relating to relevant ideas.

Employ well-focused, relevant, cogent and sophisticated reasoning.

Show how the project relates to current knowledge in the area to be investigated.

Present a coherent research project with clearly defined aims.

Use clearly defined and appropriate methods to gather "data" (whether this be new data arising from studies in the field, laboratory or on collections, or from critical reviews of relevant literature).

Select data that are appropriate for addressing the questions posed by the project.

Use clearly defined and appropriate methods of analysis and/or synthesis of the data.

Apply the chosen methods rigorously and consistently, indicating clearly if appropriate why and how the methods adopted were improved or modified during the course of the project, and showing critical awareness of how they might be further improved in future work.

Present the results clearly and appropriately.

Draw appropriate conclusions from the results, showing critical awareness of any limitations in the methods and the material available for study,

Indicate potentially fruitful avenues for developing future research in the chosen subject area.

Cite all sources clearly and precisely, and give detailed references in accordance with the stipulated conventions.

MARKING CRITERIA FOR BA/BSc DISSERTATIONS

CRITERIA FOR AWARDING A MARK WITHIN THE FAIL RANGE

Fail (Mark range 0-39%)

Candidates are given a mark in the fail range for a dissertation that fails to meet the criteria for the award of a mark at pass level. Attributes which would cause the dissertation to be marked within the fail range might include evidence of insufficient knowledge of the relevant literature, insufficient understanding of relevant ideas and concepts, failure adequately to understand fundamental aspects of the topic addressed, failure to adequately address or discuss the stated topic of the dissertation, inappropriate superficiality or brevity, very poor organization and structuring of the dissertation, lack of clarity of expression sufficient to give rise to significant instances of ambiguity, inadequate reasoning, inadequate quality of citation of sources or pronounced over-dependence on sources.

Guidelines for awarding marks in the fail range are as follows:

35-39% A dissertation that fails to meet the criteria for the award of a pass mark but demonstrates the above failings only to a limited extent.

30-34% A dissertation that fails to meet the criteria for a pass and exhibits distinct failings on several fronts.

20-29% should be given to a dissertation that, although failing seriously on a number of fronts, does nevertheless show some reason and structure and does represent a clear attempt to address the topic.

5-19% should be given to dissertations that at least present some text that could be seen as an attempt to address the topic but which are largely incompetent or incoherent, or which show hardly any relevance to or understanding of the topic.

CRITERIA FOR AWARDING A MARK WITHIN THE THIRD CLASS RANGE (40-49%)

To gain a third class mark the dissertation must demonstrate at least some understanding and knowledge of the topic but may show some or all of the following failings: poor structure, poor writing with occasional ambiguities, little or no evidence of independent critical thought or originality, poor knowledge of relevant literature, poor understanding of relevant concepts, lapses in clarity of reasoning, little or no appropriate justification of methods or approaches, poor choice of methods or approaches or data relevant to the topic, poor execution of chosen approaches, poor presentation of results, failure to draw appropriate conclusions, little or no indication of promising directions for future research, poor quality of citation.

CRITERIA FOR AWARDING A MARK WITHIN THE LOWER SECOND CLASS RANGE (50-59%)

A lower second class mark is awarded where the dissertation defines its topic and scope fairly clearly, is reasonably clearly structured and expressed, shows evidence of knowledge and understanding of the topic and relevant literature but may nevertheless show one or more of the following limitations: imperfections in structure, occasional lapses in clarity of expression, limited development of ideas and methods, limited critical ability, limited evidence to support ideas or argument, limited knowledge of the literature, limited understanding of some concepts, limited justification of choice of method or approach, shortcomings in the presentation of results, the drawing of appropriate conclusions and some errors or misunderstandings. Within these limitations there will be indications that the student has grasped some of the fundamental concepts and procedures relevant to the field of the degree. There may be some failings in demonstrated understanding but overall the work will be at least competent and reasonably sound.

relaxed atmosphere and being part of the informal discussions that follow—especially the discussion of their particular topic—is a helpful and enjoyable experience.

FREESTONE Ian PhD	Professor	Technology and production of glass, ceramics and metals, structure and microscopy of early materials	i.freestone@ucl.ac.uk	
GARDNER Andrew PhD	Professor	Roman Empire; archaeological perspectives on social agency and identity	andrew.gardner@ucl.ac.uk	

		in past societies, focusing on prehistoric Western Asia		
Mire Sada PhD	Associate Professor	Somalia and Somaliland, material culture, heritage	sada.mire@ucl.ac.uk	
MOSHENSKA Gabe PhD	Associate Professor	Archaeology, anthropology and history of modern conflict; community archaeology; public archaeology; history and philosophy of archaeology	g.moshenska@ucl.ac.uk	
MOUSSOURI Theano PhD	Professor	Museum education and communication; exhibition development	t.moussouri@ucl.ac.uk	
NAESER Claudia DPhil	Associate Professor	Archaeology of Egypt and Nubia from prehistory to Islam, funerary archaeology, the social and political dimensions of archaeological practice; the production, appropriation and consumption of archaeological heritage places in the contemporary world		

