

Teaching and Examination Regulations

**Master's programmes
Faculty of Humanities**

**Academic year 2020-2021
A. Faculty section**

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Section A: Faculty section

1. General provisions

Article 1.1 Applicability of the Regulations

1. These Regulations apply to anyone enrolled in the programme, irrespective of the academic year in which the student was first enrolled in the programme.	Advice OLC, approval FGV (9.38 sub b)
2. These Regulations become effective on 1 September 2020	Advice OLC, approval FGV (9.38 sub b)
3. An amendment to the Teaching and Examination Regulations is only permitted to concern an academic year already in progress if this does not demonstrably damage the interests of students.	Advice OLC, approval FGV (9.38 sub b)

Article 1.2 Definitions

The following definitions are used in these Regulations (*in alphabetical order*) :

- a. academic year: the period beginning on 1 September and ending on 31 August of the following calendar year;
- b. CvB: the Executive Board of Vrije Universiteit Amsterdam.
- c. EC (European Credit): an EC credit with a workload of 28 hours of study;
- d. educational component: a unit of study of the programme within the meaning of the WHW;
- e. examination: the final examination of the Master's programme;
- f. FGV: Faculty joint assembly – assembly of the faculty student council and faculty staff council;
- g. interim examination: an assessment of the student's knowledge, understanding and skills relating to a course component. The assessment is expressed in terms of a final mark. An interim examination may consist of one or more partial examinations. A resit always covers the same material as the original interim examination;
- h. joint degree: a degree awarded by an institution together with one or more institutions in the Netherlands or abroad, after the student has completed a study programme (a degree programme, a major or a specific curriculum within a degree programme) for which the collaborating institutions are jointly responsible;
- i. OLC: programme committee;
- j. period: a part of a semester;
- k. practical exercise: the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are:
- researching and writing a thesis or dissertation
 - carrying out a research assignment
 - taking part in fieldwork or an excursion
 - taking part in another educational learning activity aimed at acquiring specific skills, or
 - participating in and completing a work placement;

l. programme:	the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;
m. SAP/SLM:	the student information system (<i>Student Lifecycle Management</i>);
n. semester:	the first (September - January) or second half (February - August) of an academic year;
o. specialization	optional route of study within a degree programme indicating a deepening of the inter- and/or multidisciplinary context of the programme;
p. study guide:	the guide for the study programme that provides further details of the courses, provisions and other information specific to that programme. The Study Guide is available electronically at: https://www.vu.nl/en/study-guide/ ;
q. study monitor (<i>studiemonitor</i>):	dashboard for students and academic advisors with data of the student and that provides insight into the student's study progress;
r. subject	see 'educational component';
s. track	full route of study within a broad bachelor's or master's degree programme or a fully English-language route of study within a Dutch-language bachelor's or master's degree;
t. thesis:	a component comprising research into the literature and/or contributing to scientific research, always resulting in a written report;
u. university:	Vrije Universiteit Amsterdam;
v. WHW:	the Dutch Higher Education and Research Act (<i>Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek</i>);
w. workload:	the workload of the unit of study to which an interim examination applies, expressed in terms of credits = EC credits (ECTS = European Credit and Transfer Accumulation System). The workload for 1 year (1,680 hours) is 60 EC credits.

The other terms have the meanings ascribed to them by the WHW.

2. Study programme structure

Article 2.1 Structure of academic year and educational components

1. The study programme will be offered in a year divided into two semesters.	Ordinance CvB
2. Every semester consists of three consecutive periods of eight, eight and four weeks	Ordinance CvB
3. An educational component comprises 6 EC or a multiple thereof.	Ordinance CvB
4. By way of exception to paragraph 3, the Executive Board may in special cases and on request of the Faculty Board, stipulate that a unit of study comprises 3 EC or a multiple thereof.	Ordinance CvB

3. Assessment and Examination

Article 3.1 Signing up for education and interim examinations

1. Every student must sign up to participate in the educational components of the programme, the examinations and resits. The procedure for signing up is described in an annex to the Student Charter.	Ordinance CvB
2. Signing up may only take place in the designated periods.	Ordinance CvB

Article 3.2 Type of examination

1. At the examiner's request, the Examinations Board may permit a different form of interim examination than is stipulated in the study guide.	Advice OLC, Approval FGV (7.13 l)
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Article 3.3 Oral interim examinations

1. An oral assessment is public unless the Examinations Board in special cases determines otherwise.	Advice OLC; approval FGV (7.13 l and n)
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Article 3.4 Determining and announcing results

1. The examiner determines the result of a written interim examination as soon as possible, but at the latest within ten working days. By way of departure from that stipulated in the first clause, the marking deadline for theses and other final projects (NB: this does not include tests, such as written assignments or papers, at the end of regular educational components) is no longer than twenty working days. The examiner will then immediately ensure that the marks are registered and also ensures that the student is immediately notified of the mark, taking due account of the applicable confidentiality standards.	Ordinance CvB
2. The examiner determines the result (i.e. mark) of an oral examination as soon as possible, but at the latest within two working days after the examination has finished and informs the student accordingly. The third clause of the first paragraph applies.	Advice OLC; approval FGV (7.13 o)
3. In the case of forms of examination other than oral or written examinations, the Examinations Board determines in advance how and by what deadline the student will be informed of the results.	Advice OLC; approval FGV (7.13 o)

Article 3.5 Examination opportunities

1. a. Per academic year, two opportunities to take examinations per educational component will be offered. b. By way of exception to a., the options for retaking practical components, work placements and theses are detailed in the relevant work placement manual, teaching regulations or graduation regulations.	Ordinance CvB
2. The most recent mark will apply in the event of a resit. A retake is allowed for both passed and failed units of study. If the student passes the thesis, other final projects or essay exams, a retake is not allowed.	Ordinance CvB
3. The resit for a (partial) interim examination must not take place within ten working days of the announcement of the result of the (partial) examination being resat, and not before the student has been able to inspect their former examination.	Advice OLC; approval FGV (7.13 j)
4. The Examination Board may allow a student an extra opportunity to sit an examination if that student: a) is lacking only those credits to qualify for their degree; and b) has failed the examination during all the previously offered attempts unless participation in an examination was not possible for compelling reasons. The extra opportunity can only be offered if it concerns a written examination, a paper or a take home examination. This provision excludes the practical assignments and the Master's thesis. Requests for an additional examination opportunity must be submitted to the Examination Board no later than 1 July. If necessary, the method of examination may deviate from the provisions in the study guide.	Ordinance CvB
5. If an educational component is no longer offered in the academic year following its termination, at least one extra opportunity will be provided to sit the interim examination(s) or parts thereof and a transitional arrangement will be included in the	Advice OLC, approval FGV (7.13 j)

programme-specific section for the subsequent period.	
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Article 3.6 Marks

1. Marks are given on a scale from 1 to 10 with no more than one decimal point.	Ordinance CvB
2. The final marks are given in whole or half points.	Ordinance CvB
3. In deviation from paragraph 2, final marks between 5 and 6 will be rounded off to whole marks: up to 5.50 rounded down; from 5.50 rounded up. To pass a course, a 6 or higher is required.	Ordinance CvB
4. The Examination Board can allow to use symbols rather than numbers, for example; v(oldaan) [i.e. passed], g(oed) [i.e. good], n(iet)v(ol)d(aan) [i.e. not passed], etc.	Ordinance CvB

Article 3.7 Exemption

1. At the written request of the student, the Examination Board may exempt the student from taking one or more examination components, if the student: <ol style="list-style-type: none"> has passed a course component of a university or higher professional education programme that is equivalent in terms of content, level and size; has demonstrated through his/her work and/or professional experience that he/she has sufficient knowledge and skills with regard to the relevant course component. 	Advice OLC; approval FGV (7.13 r)
2. The Master's thesis is excluded from this exemption possibility.	Advice OLC; approval FGV (9.38 sub b)

Article 3.8 Validity period for results

1. The validity period of interim examinations passed and exemptions from interim examinations is unlimited, unless otherwise specified in Section B.	Legal provision
2. The validity period of a partial examination is limited to the academic year in which it was sat or until the end of the unit of study concerned, as stipulated for the relevant unit of study in Section B.	Advice OLC; approval FGV (9.38 sub b)

Article 3.9 Right of inspection and post-examination discussion

1. Within twenty working days after the announcement of the results of a written interim examination, the student can, on request, inspect their assessed work, the questions and assignments set in it, as well as the standards applied for marking. The place and time referred to in the previous clause will be announced at the time of the interim examination or on VUnet or Canvas.	Advice OLC; approval FGV (7.13 p en q)
2. If a collective post-examination discussion has been organized, individual post-examination discussions will be held only if the student has attended the collective discussion or if the student was unable to attend the collective discussion through no fault of their own.	Advice OLC; approval FGV (7.13 q)
3. Students who meet the requirements stipulated in paragraph 1 can submit a request for an individual post-examination discussion to the relevant examiner. The discussion shall take place at a time and location to be determined by the examiner.	Advice OLC; approval FGV (7.13 p en q)

4. Academic student counselling and study progress

Article 4.1 Administration of study progress and academic student counselling

1. The faculty board is responsible for the correct registration of the students' study results. After the assessment of an educational component has been registered, every	Advice OLC; approval FGV (7.13 u)
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student has the right to inspect the result for that component and also has a list of the results achieved at their disposal in VUnet.	
2. Enrolled students are eligible for academic student counselling. Academic student counselling is in any case provided by <ol style="list-style-type: none"> a. The Student General Counselling Service b. Student psychologists c. Faculty academic advisors 	Advice OLC; approval FGV (7.13 u)

Article 4.2 Facilities for students with a disability

1. A student with a disability can, at the moment of registration via VUnet, or at a later instance, submit a request to qualify for one or more special facilities with regard to teaching, practical training and interim examinations. These facilities will accommodate the student's individual disability as much as possible, but may not alter the quality or degree of difficulty of a unit of study or an examination. In all cases, the student must fulfil the exit qualifications for the study programme.	Advice OLC; approval FGV (7.13 m)
2. The request referred to in the first paragraph must be accompanied by a statement from a doctor or psychologist. If possible, an estimate should be given of the potential impact on the student's study progress. In case of a chronic disability a single (one time) request suffices.	Advice OLC; approval FGV (7.13 m)
3. Students who have been diagnosed with dyslexia must provide a statement from a BIG, NIP or NVO registered professional who is qualified to conduct psychological evaluation.	Advice OLC; approval FGV (7.13 m)
4. The faculty board, or the responsible person on behalf of the faculty board, decides on teaching facilities and facilities regarding logistics. The Examinations Board will rule on requests for facilities with regard to examinations.	Advice OLC; approval FGV (7.13 m)
5. In the event of a positive decision in response to a request as referred to in paragraph 1, the student can make an appointment with the academic advisor to discuss the details of the provisions.	Advice OLC; approval FGV (7.13 m)
6. A request for one or more facilities can be refused if it would place a disproportionate burden on the organization or the resources of the faculty or university were it upheld.	Advice OLC; approval FGV (7.13 m)
7. If the disability justifies an extension of the interim examination time, the responsible person on behalf of the Examinations Board will register in SAP this entitlement to an extension. If a disability justifies other measures to be taken, the academic advisor can take the necessary measures. The student can consult the study monitor to check which facilities have been granted to him/her.	Advice OLC; approval FGV (7.13 m)
8. The decision as referred to in paragraph 5 may specify a limited validity of the facilities granted.	Advice OLC; approval FGV (7.13 m)

5. Hardship clause

Article 5.1 Hardship clause

In instances not regulated by the Teaching and Examination Regulations or in the event of demonstrable extreme unreasonableness and unfairness, the faculty board responsible for the study programme will decide, unless the matter concerned is the responsibility of the Examinations Board.	Advice OLC; approval FGV (9.38 sub b)
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Advice by the Programme Committees, d.d. 3, 15, 17, 20, 21, 22 April 2020 and 25, 26 May 2020

Approved by the Faculty Joint Assembly on 12 June 2020

Adopted by the Board of the Faculty of Humanities on 7 July 2020

Teaching and Examination Regulations

Master's programme in Archaeology Faculty of Humanities

Academic year 2020-2021

B1. Programme specific section - general provisions

B2. Programme specific section – content of programme

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Section B1: Programme specific – general provisions

6. General programme information and characteristics

Article 6.1 Study programme information

1. The programme in Archaeology CROHO number 60805 is offered on a full-time basis.	Advice OLC; approval FGV (7.13 i)
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Article 6.2 Teaching formats used and modes of assessment

1. The degree programme uses the following teaching formats: <ul style="list-style-type: none"> • Lecture • Online lecture • Seminar 	Advice OLC; approval FGV (7.13 x)
2. The degree programme uses the modes of assessment listed below, as written in the study guide. The modes of assessment that the student actually encounters can depend on the specialization they choose. <ul style="list-style-type: none"> • Written examination • (Written) assignment • Participation • Paper • Presentation • Discussion • Thesis 	Advice OLC; approval FGV (7.13 l)

Article 6.3 Academic student counselling

1. The programme offers the following counselling in addition to the student counselling mentioned in Section A: Tutorage	Advice OLC; approval FGV (7.13 u)
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7. Further admission requirements

Article 7.1 Intake date(s)

The programme starts on September 1.	Advice OLC; approval FGV (9.38 sub b)
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Article 7.2 Admission requirements

1. Admission to the Master's programme is possible for an applicant who has obtained a Bachelor's degree at an institution of academic higher education, which demonstrates the following knowledge, understanding and skills: <ol style="list-style-type: none"> knowledge and understanding: knowledge and understanding of current research methods and theories within the field of Archaeology or Ancient Studies knowledge and understanding: basic knowledge and understanding of the material culture and historical frameworks of Mediterranean or European Archaeology skills: the ability to carry out a survey of (material) sources and secondary 	Partly legal provision & ordinance CvB Admission requirements excepted from participation in WHW
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<p>literature and to derive from this a 'status quaestionis'</p> <p>Admission to the Master's programme is possible for an applicant who has obtained an academic (WO) Bachelor's degree in:</p> <ol style="list-style-type: none"> Archaeology; Geo-Archaeology; Ancient Studies (Oudheidwetenschappen); Anthropology (with a minimum of 30 EC taken in the field of Archaeology or Material Culture Studies); a similar degree programme with a relevant specialization. <p>Admission to the Master's programme is also possible for an applicant who has obtained a Bachelor's degree (HBO) in Archaeology from the Saxion University of Applied Sciences provided that he has completed the minor Archaeology for Saxion students at the Vrije Universiteit.</p>	
<p>2. Applicants with a bachelor's degree obtained at an institution outside the Netherlands may be asked for additional methods to prove that they meet the admission requirements.</p>	<p>Advice OLC; approval FGV (9.38 ub b)</p>
<p>3. An applicant should demonstrate that he or she has sufficient level of proficiency in English by meeting at least one of the following standards, no more than two (2) years before the start of the programme at the VU:</p> <ul style="list-style-type: none"> - (academic) IELTS: 7.0, with a minimum of 6.5 on each item - TOEFL paper based test: 600, with a minimum of 55 on each component and 4.0 in TWE; - TOEFL internet based test: 100, with a minimum of 22-23 on each component. 	<p>Advice OLC; approval FGV (9.38 ub b)</p>
<p>4. Applicants who:</p> <ul style="list-style-type: none"> - completed an English-taught secondary or higher education degree in Canada, the United States, the United Kingdom, Ireland, New Zealand or Australia or - have earned a Bachelor's or Master's degree in an English-taught programme accredited by NVAO in the Netherlands, or - have earned a Bachelor's or Master's degree in an accredited English-taught programme in another member state of the European Union, or - have obtained a Cambridge Certificate of Proficiency in English (CPE) or a Cambridge Certificate of Advanced English (CAE) with a score of A, B, C <p>are exempted from the requirements referred to in paragraph 3.</p>	<p>Advice OLC; approval FGV (9.38 sub b)</p>

8. Interim examinations and results

Article 8.1 Sequence of interim examinations

<p>1. Students may participate in interim examinations or practical exercises of the components below only if they have passed the interim examination or examinations for the components mentioned hereinafter: Not applicable.</p>	<p>Advice OLC; approval FGV (7.13 h, s & t)</p>
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Article 8.2 Validity period for results

<p>1. If the student's knowledge assessed is demonstrably outdated, or if the student's skills assessed are demonstrably outdated, the Examination Board may impose a supplementary or replacement examination for a course for which an examination was passed more than 6 years ago.</p>	<p>Advice OLC; approval FGV (7.13 k)</p>
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Section B2: Programme specific – content of programme

9. Programme objectives, tracks/specializations, exit qualifications and language

Article 9.1 Workload

1. The programme has a workload of 60 EC	Advice OLC; (7.13 a)
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Article 9.2 Tracks and/or specializations

The programme has the following specializations: - European Archaeology - Mediterranean Archaeology	Approval OLC (7.13 b)
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Article 9.3 Programme objective

The Master <i>Archaeology</i> is intended to equip the student with such knowledge and skills and such insight into the subject area of Archaeology that the graduate is able to perform an independent and professional function at an advanced academic level and has the basic competencies that are a condition for admission to a PhD trajectory.	Advice OLC; (7.13 a)
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Article 9.4 Exit qualifications

<p>1. Academic ability</p> <p>Students who have completed the Master's degree programme:</p> <ol style="list-style-type: none"> 1. have insight into the key research methods in the field; 2. are able to interpret, assess and take an individual position on academic practice – and the results thereof – within the field of study; 3. are able to assess the academic practice in line with the Netherlands Code of Conduct for Academic Practice (see the website of the NWO: Netherlands Code of Conduct for Research Integrity); 4. are able to assess relevant academic literature; 5. are able to independently formulate questions with regard to the field of study, to operationalise those questions and represent them in a research plan; 6. are able to independently carry out research in the field of study and report on that research orally and in writing in a way that complies with the common academic conventions in the field of study; 7. are able to present any scientific knowledge and insights gained during the degree programme and transfer them to a broader audience than the academic community; 8. are able to answer scientific questions using knowledge of a specialism within the degree programme; 9. are able to work in a team and give and incorporate feedback in a constructive way. 	Approval OLC (7.13 c)
<p>2. Programme-specific exit qualifications</p> <p>The student who has completed the Master's degree programme:</p> <ol style="list-style-type: none"> 1. should be able to connect the scientific knowledge and insights in their field of study gained during the degree programme with social issues; 2. should be able to reflect on the implications of the insights in their own field or discipline to relevant institutional contexts. 3. has advanced knowledge and understanding of the material culture and historical frameworks of a specific period or region of Mediterranean or European Archaeology 4. has knowledge and understanding of the most important theoretical and methodological approaches in Mediterranean or European Archaeology or one of its sub-areas 5. can apply acquired knowledge and insight into material culture, methods and theoretical 	Approval OLC (7.13 b)

approaches to new case studies 6. can interpret contemporary scientific practice within the discipline - and its results - and reflect on it critically 7. can independently formulate questions in the field of the discipline, select suitable datasets and methods for the answering and process all of these in a research plan; 8. can independently conduct research in the field and report on this in an oral and written manner in a manner that meets the academic conventions customary in the field.	
3. Language proficiency may be taken into account in the assessment of (interim) examinations	Approval OLC (7.13 c)

Article 9.5 Language of instruction

1. The language of instruction is English.	Approval OLC (9.18)
2. The 'Gedragcode vreemde taal' (code of conduct foreign languages) applies.	Ordinance CvB

10. Curriculum structure

Article 10.1 Composition of the programme

1. The programme comprises at least a package of compulsory components and an individual Master's thesis or academic internship.	Ordinance CvB
2. The Master's thesis is among the compulsory components of this programme. Additionally the programme can offer: - Practical exercises - Electives	Advice OLC; (7.13 a)
3. Educational components are categorized as specialized (400), research oriented (500) and highly specialized (600) level.	Ordinance CvB

Article 10.2 Compulsory educational components

See appendix 2. A detailed description per educational component can be found in the Study Guide.	Advice OLC; (7.13 a)
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Article 10.3 Elective educational components

1. See appendix 2. A detailed description per educational component can be found in the Study Guide.	Advice OLC; (7.13)
2. If the student wishes to take a different educational component than listed, advance permission must be obtained in writing from the Examinations Board.	Advice OLC; (7.13 a)

Article 10.4 Practical exercise

The following components can be considered as practical exercises:				Approval OLC (7.13 d)
Name of educational component	course code	nr of EC	level	
Thesis Archaeology	L_AAMAARCSR	18	400	
Research Lab 1: From Finds to People	L_BMMAARC014	6	400	
Research Lab 2: Archaeological Materials	L_BAMAARC022	6	400	
Digital Practice in Archaeology	L_AAMAARC022	6	400	
Archaeology or Heritage in Practice	L_AAMAARC021	6	400	

Article 10.5 Participation in practical exercises and seminars

1. In the case of a practical training, the student must attend at least 80 % of the sessions. Should the student attend less than 80 %, he or she must repeat the practical exercise, or the Examinations Board may have one or more supplementary assignments issued.	Approval OLC (7.13 d)
2. In the case of a seminar, the student must attend at least 80 % of the sessions. Should the student attend less than 80 %, he or she must repeat the seminar, or the Examinations Board may have one or more supplementary assignments issued.	Approval OLC (7.13 d)

11. Evaluation and transitional provisions**Article 11.1 Evaluation of the education**

1. The education provided in this programme is evaluated in accordance with the evaluation plan (see appendix 1). The faculty evaluation plan offers the framework.	Approval OLC (7.13 a1)
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Article 11.2 Transitional provisions

See appendix 3.	Advice OLC (7.13 a)
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Advice and approval by the Programme Committee, on 21 April 2020

Approved by the Faculty Joint Assembly, on 12 June 2020

Adopted by the board of the Faculty of Humanities on 7 July 2020

Appendices

1. [Evaluation of the education in the Faculty of Humanities](#)
2. Programme overview
3. Transitional provisions

ANNUAL PLAN MASTER ARCHAEOLOGY 2020-2021

WEEK	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
	Period 1								Period 2								Period 3				Period 4				Period 5						Period 6												
	L_BAMAARC020 [6 EC] Archaeology of Human Mobilities								L_BAMAARC021 [6 EC] Historical Archaeology: Theories and Concepts								L_AAMAARCO21 [6 EC] Archaeology and Heritage in Practice				L_AAMAARC022 [6 EC] Digital Practice in Archaeology				L_BAMAARC019 [6 EC] Archaeology, Heritage and Society																		
YEAR 1	Research Lab 1: From Finds to People [6 EC] * or L_AAMAERF001 [6 EC] Historical Landscape and Archaeological Heritage								Research Lab 2: Archaeological Materials [6 EC] ** or L_AAMAARC011 [6 EC] Archaeology, Museums and the Public												L_AAMAARCSR [18 EC] Thesis																						

* Choose L_BMMAARC014 *Research Lab 1: From Finds to People (European Archaeology)* or L_BMMAARC015 *Research Lab 1: From Finds to People (Mediterranean Archaeology)*

** Choose L_BAMAARC022 *Research Lab 2: Archaeological Materials (European Archaeology)* or L_BAMAARC023 *Research Lab 2: Archaeological Materials (Mediterranean Archaeology)*

GENERAL REQUIRED MODULE
 ELECTIVE
 EXAM WEEK
 HOLIDAYS
 Additional: No education in week 18

We reserve the right to make changes to this annual plan