Department of Archaeology

Graduate Student Handbook

Revised March 2026

1 INTRODUCTION

1.1 Purpose of this Guide

The purpose of this guide is not to provide every detail essential to graduate students in the Department of Archaeology at Memorial University of Newfoundland (MUN). Rather, it offers a variety of advice, resources, and contacts available to students. For details, students are encouraged to explore the links and contacts provided throughout.

It is the student's responsibility, working with your supervisors to ensure that you are informed of all rules and regulations pertaining to graduate studies. All relevant information can be found on the School of Graduate Studies (SGS) website.

- https://www.mun.ca/sgs/

1.2 Department Background

Memorial University has offered undergraduate instruction in archaeology since 1967. The Archaeology Unit was formed within the Department of Anthropology in 1978 and, in 2007, the department name changed to the Department of Anthropology and Archaeology. MA degrees in anthropology were first offered in 1963 and a doctoral program was introduced in 2001. In 2009, Archaeology and Anthropology became separate departments. Today, the Department of Archaeology offers undergraduate, Master's and PhD programs.

1.3 Department Location and Contact Information

The Department of Archaeology is located at Memorial University's St. John's Campus in Queen's College (QC). The mailing address is as follows:

Department of Archaeology
Queen's College
Memorial University of Newfoundland
210 Prince Philip Drive
St John's, NL A1C 5S7
Canada

The General Office is located in QC-2000. Inquiries can be directed to Fran Banfield or Glenda Hiscock.

Graduate students are encouraged to refer to the Department website

- https://www.mun.ca/archaeology/

and follow us on Facebook

- https://www.facebook.com/munArchDept/

A list of faculty and staff in the Department of Archaeology is available on the department website.

1.4 Resources and Facilities in the Department of Archaeology

The Department houses a variety of laboratory facilities available to students and collaborates with a variety of other facilities at MUN. The first level of QC (basement) houses all labs and collections for the Department.

In consultation with their supervisor, students will be given appropriate lab space to carry out their research.

For more information, please visit the Facilities and Resources webpage (http://www.mun.ca/archaeology/research/resources/). In addition to these facilities, students may also request permission to access collections housed in the Department as well as those at The Rooms Provincial Museum.

1.4.1 Conservation Laboratory

The Department has a fully equipped Conservation Laboratory (QC-1004 and 1020), used primarily for historical archaeological analysis, as well as for the stabilization and restoration of artifacts. Both inorganic and organic artifacts are conserved using a wide range of techniques, including freeze-drying, freezer storage, as well as mechanical and chemical cleaning. The restoration and conservation of metals, ceramics and textiles is carried out on site. Some analyses of artifactual remains can be facilitated through co-operation with the Department of Earth Sciences and CREAIT, which provides additional information for students, interns, and professional conservators working out of the laboratory. Please contact Donna Teasdale for more information.

1.4.2 Collections Room

The Collections Room (QC-1003) and nearby iron artifact storage room house assemblages from historic and prehistoric archaeological sites from across Newfoundland and Labrador. This facility has several compact, high-density rolling storage units that incorporate individual cabinets and trays, as well as open storage space. The Collections Room contains several tables for students and visiting researchers to lay out and study the specimens. Reference collections include ceramic types, glass bottles and European clay pipes. Please contact Maria Lear for more information.

Adjacent to the Collections Room, the department has a small Remote Sensing and Digital Imaging Laboratory (QC-1003A) for faculty and graduate student research. QC-1003A also contains a large-format printer that can be used by graduate students for their research. To access the printer, please speak to your supervisor or Maria Lear.

1.4.3 HATCH Laboratory

The Historic Archaeology: Technology, Community and Heritage (HATCH) laboratory (QC-1014 and-1015) is dedicated to incorporating the principles of technology, community and heritage into the study of historical archaeology.

HATCH researchers employ a broad range of field and laboratory methods, including archaeological excavation, geophysical survey, GIS modelling, as well as the quantitative and qualitative analyses of archaeological material to better understand how colonization and globalization influenced Atlantic communities over the last 500 years. For more information, please contact Drs. Barry Gaulton and Catherine Losier.

1.4.4 Labrador Archaeology Laboratory

The Labrador Archaeology Lab (QC-1005) primarily involves research associated with the Indigenous communities of Labrador, although some students work in other regions of the Northeast. The lab includes layout space and resources for the analysis of archaeological collections. For more details, please contact Drs. Lisa Rankin and Peter Whitridge.

1.4.5 Labrador Digital Data Laboratory

The Labrador Digital Data Lab (QC-1007) is fully equipped for computer processing, analysis and printing of GIS (Geographic Information System) data. For more information, please contact Drs. Lisa Rankin and Peter Whitridge.

1.4.6 MAAS Laboratory

The research conducted in the Memorial Applied Archaeological Sciences (MAAS) Laboratory (QC-1019) involves a wide-range of analytical methods in archaeology, including stable and radiogenic isotope analysis (C/N/O/Pb/Sr/S), thin-section preparation, sclerchronology and high-resolution digital light microscopy. The lab specializes in the analysis of organic and inorganic hard-tissues, including human and animal bone, teeth, hair, shell, and coral, as well as metals, ceramics and sediments from a wide range of archaeological contexts. For more information, please contact Drs. Meghan Burchell and Vaughan Grimes.

1.4.7 PEAT Laboratory

The Palaeoecology, Environmental Archaeology and Timescales (PEAT) Laboratory (QC-1000) is equipped with a variety of resources for both teaching and research involving the analysis of insect and plant remains associated with archaeological sites (archaeoentomology, archaeobotany and palynology). The laboratory's main research focus is in examining long-term interactions between circumpolar foraging, fishing and farming communities through the analysis of ecofacts preserved in peat and archaeological deposits. Please contact Drs. Véronique Forbes and Paul Ledger for more information.

2 GETTING STARTED

The Department of Archaeology offers Master's (MA) and doctoral (PhD) programs. Below, the general information applicable to both is provided. For details on individual programs, please visit the appropriate sections in this handbook.

If you have any questions about your program of study, resources or general questions about graduate studies don't hesitate to ask! Our Faculty and Staff are here to support your program of research.

2.1 Keys, Office Space, Mailbox and Photocopying

Prior to arrival at Memorial, you should have received information on how to find your MUN Student ID and email address.

To access the photocopier, office/desk space, and keys ($25 cash deposit), please see Fran Banfield.

Graduate students are provided with shared office space in Queen's College. The MA office is located on the first level (basement) in QC-1012 and the PhD office is located on the fourth floor/level in QC-4020.

We try to provide students with desk space, and the protocol for assigning desks is as follows:

- First Year MA – personal desk in QC-1012
- Second Year MA – shared desk (if available) in QC-1012
- PhD students in Years 1-4 – personal desk in QC-4020

2.2 A Note on Communication

Much of your communication with colleagues and supervisors will be conducted via email. All emails pertaining to your research and program of study should be sent from your MUN email, including all academic communication between you and your supervisors and all other relevant persons.

It is highly advised that you talk with your supervisor about **email etiquette** to ensure that you establish a good foundation for communication.

It is strongly recommended that you check your email **regularly**, respond in a timely manner, and avoid using casual language in professional emails.

2.3 Website Research Profile

Please submit the following information for your website research profile: to Dr. Bryn Tapper who will forward to the Research Assistant of the Department Webpage.

- An appropriate photograph of you or an image that represents your research (if you do not want a photo, please provide an alternate image)
- Academic background (BA, MA, etc.)
- Research interests (5-6 keywords)

- Current research (~250 words)

For an example, please visit https://www.mun.ca/archaeology/people/grads/

2.4 Course Registration

To register for courses, students must go online via MUN's Self-Service link. If a student wishes to add or drop courses, they will have to fill out an Add/Drop form and acquire the appropriate signatures.

Each semester, graduate students MUST register for ARCH 9000, which is a general graduate studies code. This enables students beyond their course years to maintain status as full-time students. For information on the required and optional courses for MA and PhD students, please see the appropriate sections below. Please note that the department only offers a select number of graduate courses each semester. Depending upon a student's research interests, graduate courses in other departments (including History, Geography and Earth Sciences) may be an option.

For questions about your graduate coursework, you can ask your supervisor.

All students are also required to take Safety 1000 offered through D2L (Brightspace). Students must register for Safety 1000 on MUN's Self-Service and the training will then become available on D2L. Once complete, print your online transcript as proof of training and submit it to the Graduate Coordinator.

2.5 Graduate Coordinator

The Graduate Coordinator of the Department of Archaeology oversees the administrative process of each graduate student and serves as the liaison between SGS and the Department. The Graduate Coordinator works closely with the Department Head to ensure that all students' needs and concerns are met.

The Graduate Coordinator is responsible for ensuring the general regulations of the SGS are met in the case of each student. Students are encouraged to contact the Graduate Coordinator with academic concerns regarding their program.

3. RESOURCES FOR GRADUATE STUDENTS

While this handbook provides information on the graduate programs in the Department of Archaeology, you should also consult the following resources.

3.1 University Calendar

The University Calendar contains the rules and regulations for all programs at Memorial University and may be accessed from the Office of the Registrar's website (http://www.mun.ca/regoff/calendar/).

3.2 School of Graduate Studies

The School of Graduate Studies (SGS) website (http://www.mun.ca/sgs/) contains detailed regulations on graduate studies at Memorial University. Specifically, the sections on guidelines and policies, forms, theses and reports, and integrity and ethics should be reviewed by each student.

3.3 QEII Library

The Queen Elizabeth II (QEII) Library has other important services available to students aside from its general operations. Several are highlighted here, but students are encouraged to explore the website for other opportunities.

3.3.1 The Commons

The Commons is located on the main level of the library and is an area designed for students to use computers and printing services (printing charges apply). The Computing Support desk is there and students can seek help on various Microsoft programs and set-up their MUN user accounts.

3.3.2 Centre for Newfoundland Studies

The second floor of the QEII Library features the Centre for Newfoundland Studies (CNS), which houses a variety of materials on Newfoundland and Labrador. This material cannot be checked out, so students must hand copy or photocopy what they need. This ensures the material is always available.

3.3.3 MUN Libraries Research Tools

MUN libraries offer students a variety of research tools, including maps, data and government documents. For more information, please visit https://www.library.mun.ca/researchtools/.

3.3.4 3D Pen, Printer and Scanner

Students can borrow a Scribbler VE 3D Pen and have access to a Tiertime UP Mini 2 3D printer and an Occipital Structure Sensor 3D scanner. For more information, please visit https://www.library.mun.ca/grenfell/resources/3Dprinting/.

3.4 The EDGE

The Enhanced Development of the Graduate Experience (EDGE) is a collection of professional development programs and services on campus that provide students with complementary skills required to be successful following graduate school.

You must sign up to receive emails by contacting the Senior Career Development Coordinator, Graduate Studies at the Smallwood Centre, Julie Bowering (jbowering@mun.ca).

A calendar of events may be found here: https://www.mun.ca/edge/.

3.5 Writing Centre

The Writing Centre is a free facility for all MUN students looking to improve their writing. They are not an editing service, but rather teach students how to improve their organization, tone, style, flow and grammar. Students are free to submit any document pertaining to their professional and academic careers, including funding proposals, thesis or dissertation drafts, article drafts, cover letters, curriculum vitae, resumes and so forth. Services include a one-hour session with another graduate student trained as a Writing Centre tutor. An online system is also available for students living outside the greater St. John's area. For more information, please visit https://www.mun.ca/citl/student-learning-solutions/writing-services/

3.6 Graduate Student Union

As a graduate student at Memorial University, you are a member of the Graduate Students' Union (GSU). The GSU provides many services for graduate students, including a health and dental plan, potential employment, and funding for conferences. The GSU office is located in Field Hall in room GH-2007 and more information can be found on their website (http://www.gsumun.ca/).

3.7 Teaching Assistants' Union

The Teaching Assistants' Union of Memorial University of Newfoundland (TAUMUN) represents the rights of graduate assistants, teaching assistants and research assistants at MUN. For more information, please visit http://www.mun.ca/taumun/index.php.

3.8 Student Wellness and Counselling Centre

The Student Wellness and Counselling Centre is located on the fifth floor of the University Centre in UC-5000. For more information, please visit http://www.mun.ca/health/ and to book an appointment with a doctor or counsellor please call 709-864-8500.

3.9 Glenn Roy Blundon Centre

The Blundon Centre UC-4007 supports all students who experience barriers to accessing post- secondary education. Some students come to Memorial having received academic accommodations or supports in high school. Others look for ways to reduce barriers related to mobility, ways of learning, vision and hearing, mental health and wellness, and temporary or chronic illnesses or injuries once they arrive.

4. FINANCIAL SUPPORT

4.1 Internal Funding

4.1.1 Baseline Funding

Full-time MA and PhD students are generally offered support through the Department upon entry to the program. This support is guaranteed for the first year and is often renewed, provided the student meets the Department's academic standards. MA candidates are eligible for support for up to two years and PhD candidates are eligible for support for up to four years. If students acquire other internal or external fellowships, these sources **replace** baseline funding from the Department.

Students entering the MA program who do not have an undergraduate average of 75% are not eligible for support from the department but may receive support from other sources (e.g., their supervisor).

4.1.2 Graduate Assistantships

Graduate students are offered further support in the form of Graduate Assistantships (GA), which can be in the form of a Teaching Assistantship (TA) or Research Assistantship (RA). The number of these GAs varies by year and students are not guaranteed that they will receive a position every semester.

A normal GA position per semester is: 60hrs at the rate established every year.

The Department can assign partial GA positions (e.g. a 0.5 GA, or a 1.5 GA) and follows all TAUMUN and SGS protocols for employing graduate students.

Duties vary depending on the type of GA received. Generally, a TA requires the student to invigilate and mark assignments and exams for an undergraduate course, while an RA will involve the student working for a faculty member and may require archival research, working on a database, cataloging collections or other research-based assistance.

If you are assigned a GA (graduate assistantship) you will receive a written notice of your appointment in copy to your faculty supervisor.

4.1.3 Internal Scholarships, Fellowships, and Awards

There are a number of awards at MUN that students can either be nominated or apply for. Below is a condensed list but students should consult the SGS *Searchable Awards and Scholarships Database* (https://www.mun.ca/sgs/current/scholarships/) for a full list and more details.

4.2 External Funding

There are many options for external funding and students should search online databases for various alternative sources of funding. The most well-known external source for funding is the **Social Sciences and Humanities Research Council (SSHRC) of Canada**. Students must be Canadian residents to apply for SSHRC funding. For more information and to access the online application, please visit www.sshrc-crsh.gc.ca. The internal application deadline for SSHRC applications is generally in October for PhD students and end of November for MA students.

Students should follow SGS and check their emails to ensure they know current SSHRC deadlines

4.3 Travel

4.3.1 Conference Travel

Students who plan to attend and present at conferences can apply for funding to offset their travel costs. To do so, students must fill out the Student Request for Travel Assistance form, available from https://www.mun.ca/sgs/current/funding/travel.php. Copies are also available at the Department office, SGS, or the GSU.

The two most common funding sources for graduate student conference travel are the SGS and the GSU. To obtain SGS funding, applicants must produce verification of active participation in a conference or meeting (i.e., acceptance of a paper). This funding is normally available only once during a graduate program. The GSU provides travel aid only after other funding sources (supervisor, department, SGS) have been exhausted.

Students should also check with conference organizers to see whether they provide funding for graduate students, as do many professional organizations.

4.4 Researcher Portal

Students must apply for various research funding and ethics approval through the Researcher Portal (https://rpresources.mun.ca/). This program involves a very specific application process and for more information on how to register and navigate the portal, students are directed here: https://rpresources.mun.ca/awards/manuals/.

It is very important that you establish your MUN research portal account early in your program of study.

5. RESPONSIBILITIES OF GRADUATE STUDENTS AND SUPERVISORS

The role of the supervisor is to guide the graduate student through their research program. Thus, the supervisor offers suggestions and advice to assist the student with completing their program in a timely manner.

In the spring of each academic year, students and supervisors must meet to complete the Graduate Student Annual Program and Supervisory Report (Appendix D). This form must be submitted to the School of Graduate Studies by the Department no later than August 31.

Supervisors	Students
Supervisors should make themselves familiar with regulations of the SGS and their own academic units, keep abreast of any changes that might affect their students, and ensure that students are informed of these regulations.	Students should become familiar with and meet all appropriate deadline dates and regulations associated with registration and graduate requirements, as specified in the appropriate regulations of the SGS and the academic unit.
Supervisors must convene meetings of students' supervisory committees at least once a year and should annually complete and submit to the SGS a detailed Supervisory Report Form for each student under their supervision.	Students should assist the supervisor in preparing for the yearly report by providing relevant documents of information.
With the input of students, supervisors will provide clear guidelines of expectations from the supervising faculty member on their program, including timetables and milestones. This study plan will ensure students can complete their programs in a timely manner. Study plans should be challenging and feasible, and allow intellectual contributions from the students. Such plans should reflect short- and long-term academic and professional goals (e.g., publications, conference presentations, skills development, and awards) that will enrich students' experiences and prepare them for the world of work.	Students will provide input for and meet the milestones reflected in a study plan to ensure timely completion. A reasonable research topic shall be identified as early as possible with the consultation of their supervisor. Students should understand that they are making a commitment to enhance the chosen field of study by developing expertise to a level of competence where new ideas and knowledge may be created. In consultation with the supervisor, the student will choose and attend appropriate professional activities.
Supervisors should initiate regular meetings with their students, according to a mutually agreed schedule, and make themselves accessible to discuss problems or issues that may arise between scheduled meetings. All students should have a supervisor or an advisor during the course of the program, and should contact the Graduate Coordinator if they do not have one.	Students must maintain regular contact with the supervisor and the members of the supervisory committee, and should meet with the latter regularly to review progress. Students should follow the agreed upon program of study (including thesis research where appropriate) and endeavor to make acceptable progress towards program objectives.
Supervisors should make constructive suggestions on any written work submitted as part of the students' program, alert students to any perceived difficulties this work is likely to encounter, and return the work to students promptly. Supervisors should make reasonable efforts to ensure that theses are acceptable before they are submitted to the SGS for examination.	Where it is required, the student must agree to produce a thesis of his/her own work that reflects a capacity for independent scholarship in the discipline, and that meets generally accepted standards of quality and style. In the thesis, the student must acknowledge assistance, materials and/or data provided by other scholars, including fellow students, companies, technicians, the supervisory committee and others.
Supervisors will endeavour to foster the development of professional skills among graduate students, including teaching, presentations, writing (including grant writing), and interviews. Supervisors will also encourage students to pursue professional activities and help prepare them to be competitive for employment by advising on career options within and outside of the academy.	Students will take advantage of skills development opportunities available to them, including workshops, seminars, and resources offered through the Enhanced Development of the Graduate Experience (EDGE) and within their academic units. Students will devote time and commitment to skills development as needed.

Supervisors should make reasonable efforts to ensure students have access to academic, financial and other resources necessary in order to complete their programs in a timely manner.	Students should make reasonable efforts to become aware of appropriate sources of funding.

5.1 Resolving Concerns between Students and Supervisors

If an academic concern arises between a student and their supervisor pertaining to the student's program of study, it is suggested that the student first discuss the problem with their supervisor.

The Graduate Coordinator can also be consulted for how to best address any academic concerns.

6. MASTER'S PROGRAM OF STUDY

The MA program is a 2-year thesis-based program. Upon acceptance into the program, students will have an academic supervisor in place to assist them with the development of their thesis project and completion of their program of study.

The first year of the program is dedicated to coursework, preparation and defence of the research proposal and fieldwork or research. The second year focuses on the completion of research and writing the thesis. These are outlined below, but students are encouraged to visit the Department's website for further details: https://www.mun.ca/archaeology/programs/graduate/masters/. And specially the step by step breakdown of the program and shared responsibilities i n Appendix B

6.1 First Year

6.1.1 Coursework

In the first year, students are required to complete **four courses**, two per semester. Graduate courses are taught in a seminar-format, with the expectation that students will participate in class discussions and often lead one seminar per course. Your program of study acceptance form will list the courses you are required to take. These courses require intensive reading and the preparation of papers or other written assignments. Students are expected to have completed all readings and be well prepared for class. Depending on faculty availability, course offerings may change.

The required courses are designed to engage in method, theory and research design.

- ***ARCH 6000: Theory and Method in the Study of Archaeology and Prehistory*** is a seminar-based course focussing on the development of theory and method in archaeological research. This course will assist students in selecting a theoretical orientation in which they can engage with their research.

- ***ARCH 6001: Interpretive Methods in Archaeology*** will guide students in how to interpret archaeological data. This course is designed to help guide students with their research proposals. While these courses are often structured to assist students in thinking about their theoretical and methodological approaches, students are encouraged to have regular contact with their supervisors outside of class time to create and prepare their proposals.

Please note that interested students may register for additional courses at no additional charge.

6.1.2 Research Proposal and Defence

Students should have a detailed research proposal by the middle of the second semester. Once a date has been set for the oral defence of the research proposals (usually March/April), students are required to submit a copy of their proposal, upon their supervisor's approval, to the Department at least **2 weeks** in advance of their defence. This allows time for other faculty members to read the proposals prior to the defence. **Written proposals should be 10-15 pages long, double space, and can include tables and figures.**.

The research proposal defence consists of a 15-minute presentation to the faculty, members of the university and to the public. Following the presentation, the faculty will ask questions regarding the proposed projects, and offer suggestions and/or critique. The faculty will meet briefly and will then determine if the project is viable and will offer suggestions (if necessary) for the proposed research. After the defence, you should consult with your supervisor for any feedback.

6.2 Second Year

The second year of the MA program is dedicated to the completion of the proposed research and thesis writing. It is recommended that the student meet regularly with their supervisor and develop a schedule and/or research plan to ensure they complete each phase of their project in a timely manner.

6.2.1 Post-Fieldwork Presentation

Students are required to give a post-fieldwork poster presentation during their second year (usually March-April) to report the progress of their research and their preliminary results.

6.2.2 Thesis

Official SGS thesis guidelines can be found at:
http://www.mun.ca/sgs/go/guid_policies/theses.php.

In general, MA theses should be between 100 and 150 pages. Often they are longer, due to the inclusion of photographs, maps, and appendices that tend to be included in archaeological theses, but the bulk of the text should not exceed 150 pages. Having a clear thesis outline that has been approved by the supervisor prior to writing is recommended.

Depending on your supervisor, some may prefer their students submit chapter by chapter, while others prefer to receive the entire thesis as a single document. Regardless of the writing schedule set up between the student and supervisor, the thesis must be approved by the supervisor prior to being sent to the examination committee.

MA theses are examined by internal (either within the Department of Archaeology or another department at MUN) reviewers selected by their supervisor. Generally, the selection is based on similar research interests or expertise within the field. The reviewers are permitted six weeks to review the thesis before sending it back to the SGS with their comments.

Theses are marked as follows:

1) Pass with no corrections.
2) Pass with minor corrections.
3) Pass with major corrections – thesis must be submitted for re-examination.
4) Fail.

If the thesis is unanimously considered unacceptable (fail) by all reviewers, it shall not by re-examined. If, however, it is failed by a single reviewer, the student may apply to the Dean for resubmission. Theses can only be re-examined once.

7. DOCTORAL PROGRAM OF STUDY (students graduated with an MA from our program follow a different set of steps, see below)

The PhD program requires a minimum of 4 years to be completed and residency of 2 years (you have to be physically in St. John's). A supervisory committee will be established upon entry into the program, which consists of the student's primary supervisor and two other members (usually Faculty members from the Department of Archaeology and/or related disciplines). PhD students have two committees on which the same three members can serve: a comprehensive exam committee and a thesis committee.

The PhD program is outlined below, but students are encouraged to visit the Department's website for further details:
https://www.mun.ca/archaeology/programs/graduate/phd/.
Specially pay attention to the description of important steps in the program In Appendix C

7.1 Coursework

Students are required to complete two courses during their first two semesters in the program; however, the supervisory committee may request that candidates complete additional courses. Extra courses can be taken at no additional cost. Please consult with your supervisor about any additional courses you may be required to complete, or would like to take.

Typically, students are required to take ***ARCH 7000: Theory and Method in the Study of Archaeology and Prehistory*** and ***ARCH 7001: Interpretive Methods in Archaeology***.

7.1.1 Coursework for students coming from MA in our program

Students that have transferred into the PhD stream from our MA or who have completed an MA in our program will be required to complete two courses during their first semester: Either Archaeology 7000 or 7001 (depending on what semester they begin) and another graduate elective course being offered that semester.

7.2 Comprehensive Exams

Normally a portion (approximately 5 months) of the second year of the PhD program is dedicated to the completion of comprehensive exams. Students will prepare for these examinations by undertaking supervised readings on the topics developed by the student and their comprehensive exam committee. The comprehensive exams consist of two separate take home written exams and an oral exam.

What the Comprehensive Examination Consists Of

The comprehensive examination has three components:

1. Two separate take-home written examinations
2. One oral examination

Each written examination is based on a question about a defined topic area established in advance by the student and the committee. The oral examination follows completion of both written exams and includes a presentation and defence of the written work.

In general, the comprehensive exams are organized as follows:

At the end of course work (Second semester of Year 1), working with the supervisor, the timeline and the committee membership is set. The Committee consists of three members and a Chair. **The committee and the timeline must be established a minimum of three months before the examination process begins**. Each member has a role to play in the exams.

- **Thesis Supervisor**: Submits all the forms and questions to the Department. Designs questions in consultation with the student and committee, and grades the exams.
- **Committee Members 1 & 2**: Discusses the exam questions and reviews reading list. Provides input into the design of questions and material on the reading list, and grades the exams.
- **Chair**: This is usually the Department Head or the Graduate Coordinator. Oversees the examination process and reads the comments and evaluations

from the grading committee. Only offers comments on the grade if there is a dispute.

Upon establishment of committee two topics for examination must be established. Between this step and the beginning of the examination process the student will start to develop a bibliography in consultation with committee. A typical schedule for the examination process is as follows:

- Week 1: Normally, by the first week of the fall semester (September), the student meets with their supervisor to confirm/establish the questions, circulate the questions and get feedback from the committee
- Weeks 2, 3: Student submits the final reading list for both exams and the committee provides feedback and accept final list.
- Weeks 4, 5, 6, 7: Exam 1
- Week 8: Marking and providing a grade by the committee
- Weeks 9, 10, 11, 12: Exam 2
- Week 13: Marking and providing a grade by the committee
- First or Second week of the winter semester (January, for a fall exam start): Oral defence

Once the student submits their written exam, the comprehensive exam committee will review it and make a recommendation to the Graduate Coordinator (or Department Head) based on the following options:

1. '**Proceed to next exam'** will be awarded to students who demonstrate an acceptable knowledge of their area(s) and requires a simple majority vote by the Comprehensive Examination Committee.
2. '**Re-examine**' will be awarded to students with an understanding of their research area(s) that lacks sufficient depth and scope as indicated by a simple majority vote by the Comprehensive Examination Committee. Only one such re-examination is possible. If a re-examination is to be held, it must be conducted not less than one month and not more than six months after the first examination. The decision of the voting members of the Committee following this re-examination can only be '*pass*' or '*fail*' decided by simple majority. A '*fail*' will lead to immediate termination of the student's program. There is no option for further re-examination.
3. '**Fail**' will be awarded to students who were unable to demonstrate an adequate understanding of their research area(s). The student's program is terminated. A simple majority vote will default to the award of 're-examination'.

Examiners will submit comments directly to the Academic Program Assistant (Fran Banfield) on the Comprehensive Exam Grade Form (supervisor has access to this). Comments are compiled and provided directly to the student. Original, marked copies of the exam can also be returned directly to students showing grading notations, if the examiners want to provide them. Copies of all examination documents will be kept with the Academic Program Assistant.

The exams are confidential, and students should not share their questions or answers with other students. Peer-editing is not allowed. If a student requires writing assistance, they should contact the Blundon Centre to arrange for a proper academic accommodation.

Comprehensive Exam Format

The written component should be **no more than 25 pages in length**, double spaced, Times New Roman 12pt font, not including the bibliography. Exams beyond this length will not be graded by the committee. Figures and tables can be used where appropriate as an appendix. Students are required to submit an electronic copy to the Academic Program Assistant (Fran Banfield). Examiners can request PDF or MS Word format.

The citation style must follow that of an academic archaeology or physical anthropology journal, such as *American Antiquity*, *Antiquity*, or the *American Journal of Physical Anthropology*. You should consult with your supervisor regarding which referencing style you will be using.

While answering the proposed questions, it is essential to provide a clear and concise thesis statement/hypothesis and adopt a suitably critical scholarly tone throughout the manuscript. The format generally includes a title page, table of contents, body (exam answer), and references cited. The use of headings is recommended. Students can incorporate relevant figures (e.g., maps, examples of artifacts, etc.) and tables (e.g., a survey of the literature), and their own data (when available) to illustrate their arguments in the appendix – this does not count towards the 25 written pages. Figures and tables should be used judiciously. Students should relate the readings to their own project, for example by explaining how their proposed research will build upon existing scholarship.

The oral exam component will consist of a 15-minute oral presentation that summarizes the written exams and addresses any critical feedback from the committee. After the oral presentation, there is an oral defence of the two written exams consisting of up to two rounds of questions from the comprehensive exam committee members.

When the two written exams and oral exam are completed, the Comprehensive Examination Committee will make an **overall grade recommendation** to the Graduate Coordinator, which is forwarded to SGS reflecting the three parts of the exam process – the two written exams and one oral exam, based on the following options (See: 4.8.2 Ph.D. and Psy.D. Comprehensive Examination):

1. The category of '*pass*' will be awarded to students who demonstrate an acceptable knowledge of their area(s) and requires a simple majority vote of the Comprehensive Examination Committee.
2. Students awarded a '*fail*' are deemed, by unanimous vote of the Comprehensive Examination Committee, to be unable to demonstrate an adequate understanding of their research area(s). The student's program is terminated.

7.2.1 Comprehensive exams for or students coming from MA in our program

In these cases the examination process is the same as described above but the timeline varies. Students in this category initiate their comprehensive examination in the second semester of their first year. Hence all previous steps (establishment of examining committee and topic, mut be done soon upon beginning of program).

7.3 Research Proposal.

Immediately following the completion of the two comprehensive exams, students should begin finalizing their research proposals. Students are required to submit a written thesis proposal to the Department within 3 months following their last comprehensive exam.

The thesis research proposal should be **25-30 pages** in length and can include tables and figures. It follows the same format as the comprehensive exams but incorporates information from both to develop a clear and concise argument supporting the plausibility of the proposed research. This may include, but is not limited to, sections on the temporal and spatial scope of the project (i.e., culture and time period), theoretical orientation, methodology, available samples and potential collaborators, budget, work completed to date, and proposed timeline to completion.

Once a date has been set for the oral defence of the research proposal, the student is required to submit a copy of their proposal, upon supervisor's approval, to the Department at least **2 weeks** in advance of their defence. This allows time for faculty members to read the proposals prior to the defence.

As with the comprehensive exams and written research proposal, there are not specific guidelines for the presentation, other than it is expected to be **20-minutes** in length**.** The presentation should present the proposed research in a logical manner, explaining the temporal and spatial context, theoretical orientation, methodology, available samples, budget, work completed to date, and proposed timeline to completion.

The audience will have the opportunity to ask questions following the presentation, with preference first given to faculty members. The Faculty will then discuss the proposal in private to provide feedback that will be communicated by supervisor. In some cases, the feedback might include revising and defending the research proposal again.

7.4 Dissertation

The third and fourth years of the PhD program are devoted to research and completing the dissertation.

Currently, there is no set page limit for PhD theses. More detailed guidelines for formatting theses can be found on the SGS website (https://www.mun.ca/sgs/go/guid_policies/theses.php).

A thesis draft is first submitted to the supervisor(s) who will read and comment on its content. The supervisor may require a second draft for further examination. After

revisions have been made (and with the approval of the supervisor), the dissertation is sent to the student's Supervisory Committee (2 members) who will read and comment on its content. Further changes are made to the thesis as recommended by the Supervisory Committee. When the supervisor(s) and Supervisory Committee are satisfied that the thesis is ready for examination, the information is submitted to the Graduate Coordinator (as described in in Appendix C), who initiates the process for the defense.

8. RESEARCH ETHICS

8.1 Integrity in Scholarly Research

The MUN policy on Integrity in Scholarly research can be found here: https://www.mun.ca/policy/site/policy.php?id=209. All persons who pursue scholarly research at MUN are required to adhere to this policy.

This closely follows the Tri-Agency Framework: Responsible Conduct of Research (http://www.rcr.ethics.gc.ca/eng/framework-cadre.html).

Students are also encouraged to review the SGS website on Integrity and Research Ethics (https://www.mun.ca/sgs/current/essentials/).

8.2 Research Involving Human Subjects

Archaeological research sometimes involves data collection from living human subjects, usually in the form of interviews for oral history research. Any research involving human subjects must obtain prior ethics approval from Memorial University's Interdisciplinary Committee on Ethics in Human Research (ICEHR).

Students must have their research proposal approved by the Department prior to submitting an ICEHR application. Students should also be advised that ICEHR requires a **minimum of four weeks** to review proposals; if undertaking field research, students should allow for well above this minimum. For more information in ICEHR and the application procedure, please visit https://www.mun.ca/research/ethics/humans/icehr/.

The ethical principles that should be respected include informed consent, in that participants must be made fully aware of the purpose, usefulness, and expected benefits of the proposed research, and should understand that it is their personal decision whether they wish to cooperate. Participants should also be informed of the degree of confidentiality that will be maintained in the study; unless they explicitly give permission otherwise, participants have rights to privacy, anonymity, and confidentiality of information divulged. They also have the right to withdraw their support at any time. Participants must also be informed of the use(s) to which their data will be put, how and where tape-recorded interviews will be stored, and who will have access.

8.3 Research Involving Animals

While research involving animals is rare in the Department of Archaeology, students interested in pursuing this should look into MUN's policies on research involving animals (https://www.mun.ca/research/ethics/animals/).

8.4 Academic Misconduct

Memorial University does not tolerate academic misconduct, including academic dishonesty (i.e., cheating) or plagiarism of any kind. Consult section 6.12.4 of the University Calendar on Academic Misconduct for additional details: http://www.mun.ca/regoff/calendar/sectionNo=REGS-0748.

Plagiarism is the act of presenting the ideas or works of another as one's own. This applies to all material such as essays, laboratory assignments, laboratory reports, work term reports, design projects, seminar presentations, statistical data, computer programs, research results, and theses. **Cheating** also includes but is not limited to: allowing another student to copy from your work, presenting someone else's work as your own including through failure to credit the source of ideas, consulting electronic devices such as mobile phones and/or interacting with others while a test is ongoing.

The properly acknowledged use of sources is an accepted and important part of scholarship. Use of such material without acknowledgment is contrary to accepted norms of academic behaviour. Information regarding acceptable writing practices is available through the Writing Centre.

Depending on intent and the severity of an offense, plagiarism and cheating may result in a mark of '0' and possibly expulsion from the program.

8.5 Intellectual Property

It is important to note that the student's thesis is their intellectual property. Prior to adding authors for research dissemination, make sure to seek their permission. Make sure to acknowledge relevant individuals, organizations, and funding agencies that contributed to the research.

9. PREPARING FOR RESEARCH

9.1 Research Funding

Funding for your project may be obtained from a variety of sources. In addition to the living stipends and scholarships available through the internal and external funding sources discussed in Sections 4.2 and 4.3, grants for research are available through the Provincial Archaeology Office (PAO) and the Smallwood Foundation.

However, it should be noted that applicable projects MUST meet the mandates of these agencies, namely that the research involves Newfoundland and Labrador. Students whose research lies beyond this focus area are not eligible for research funding through these sources.

9.2 Working in the Laboratory

Prior to conducting laboratory work, researchers must complete the following requirements:

1) Obtain **permission** from your supervisor.
2) Consult the appropriate faculty or staff member for **training on** equipment.
3) Complete the **Workplace Hazardous Materials Information System (WHMIS)** either independently or through the course **SFTY 1000** available through Brightspace (D2L).
4) Familiarize yourself with the location of **emergency exits and equipment**.
5) Review the **Fire Safety Evacuation Plan** located outside QC-2012 or in the binder in QC-1019.
6) Review the **material safety data sheets (MSDS**) for the chemical utilized in these laboratories.
7) Review the **safety protocols, Standard Operating Procedures (SOPs), and manuals** for any equipment to be used.
8) Familiarize yourself with the **Laboratory Safety protocols** of Memorial University).

9.3 Permissions, Access, and Collaborators

Depending on the type of project undertaken, graduate students will most likely have to acquire permission to access collections, conduct research, and disseminate information. This involves contacting various institutions, offices and governments, as well as identifying collaborators. A list of institutions commonly involved in archaeology graduate student research is provided below, although those involved in individual projects may vary.

9.3.1 The Provincial Archaeology Office (PAO)

The PAO is the regulatory agency responsible for the management and protection of archaeological resources in Newfoundland and Labrador. Pursuant to the Historical Resources Act (1990), the PAO is mandated to protect and preserve the archaeological heritage of the province.

9.3.2 Newfoundland and Labrador Indigenous Governments

Archaeologists conducting research in Canada work closely with the Indigenous groups whose territory under which their research falls. Students engaging in fieldwork must contact these groups for research permits and procedures, and in accordance with Indigenous Research at Memorial University framework and guidelines

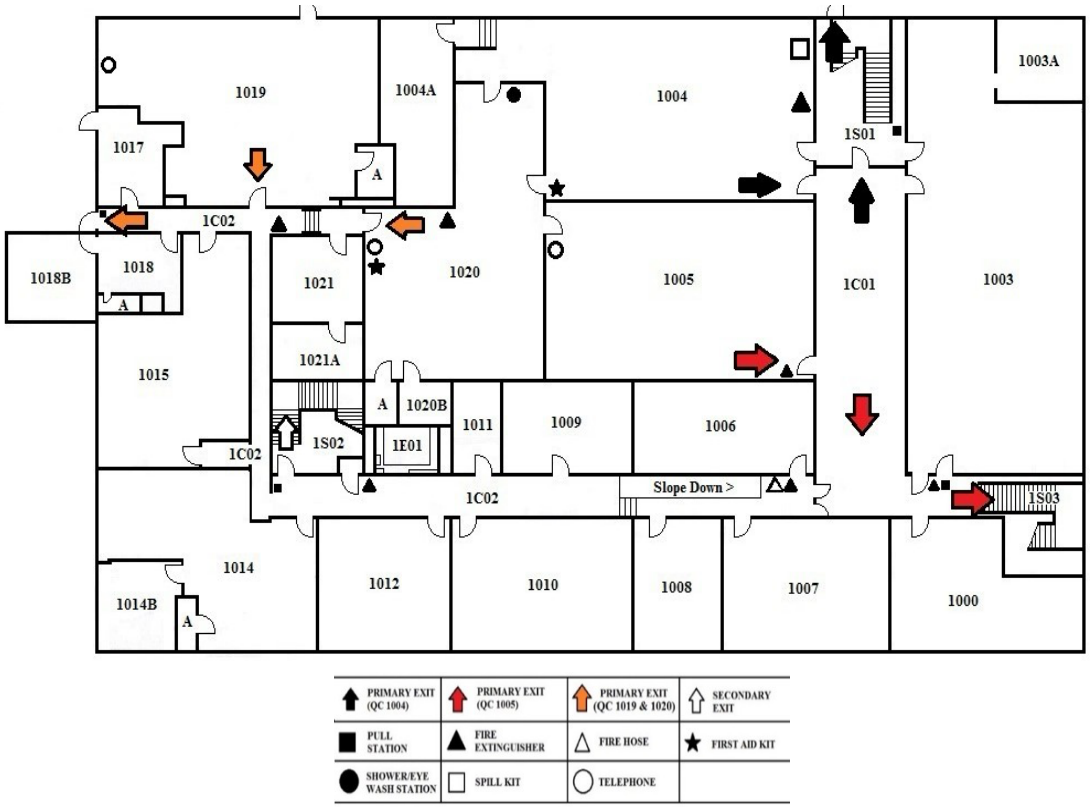
9.3.3 The Rooms Provincial Museum and Archives

Archaeological collections from Newfoundland and Labrador are under the charge of the Rooms Provincial Museum and Archives. Students who wish to access these collections and archives should review The Room's Collections and Research Page https://www.therooms.ca/collections-research.

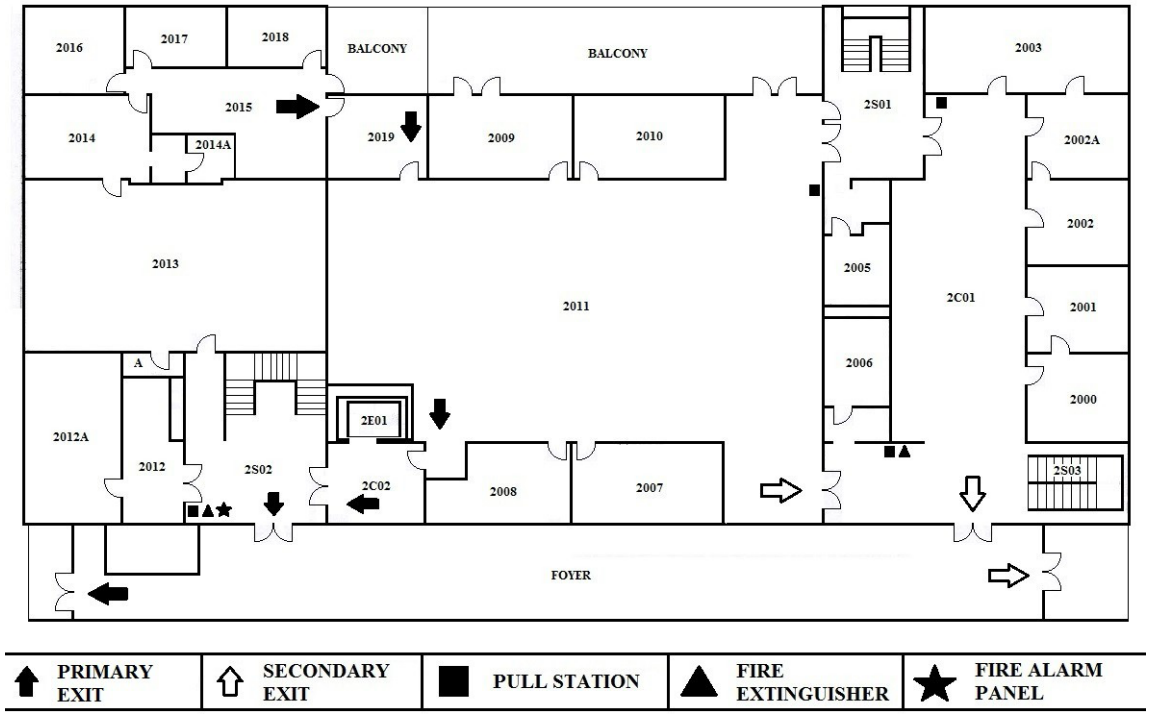
9.3.4 Parks Canada

Some material from Newfoundland and Labrador is housed in the Parks Canada Facility in Halifax (https://www.pc.gc.ca/en/culture/arch).

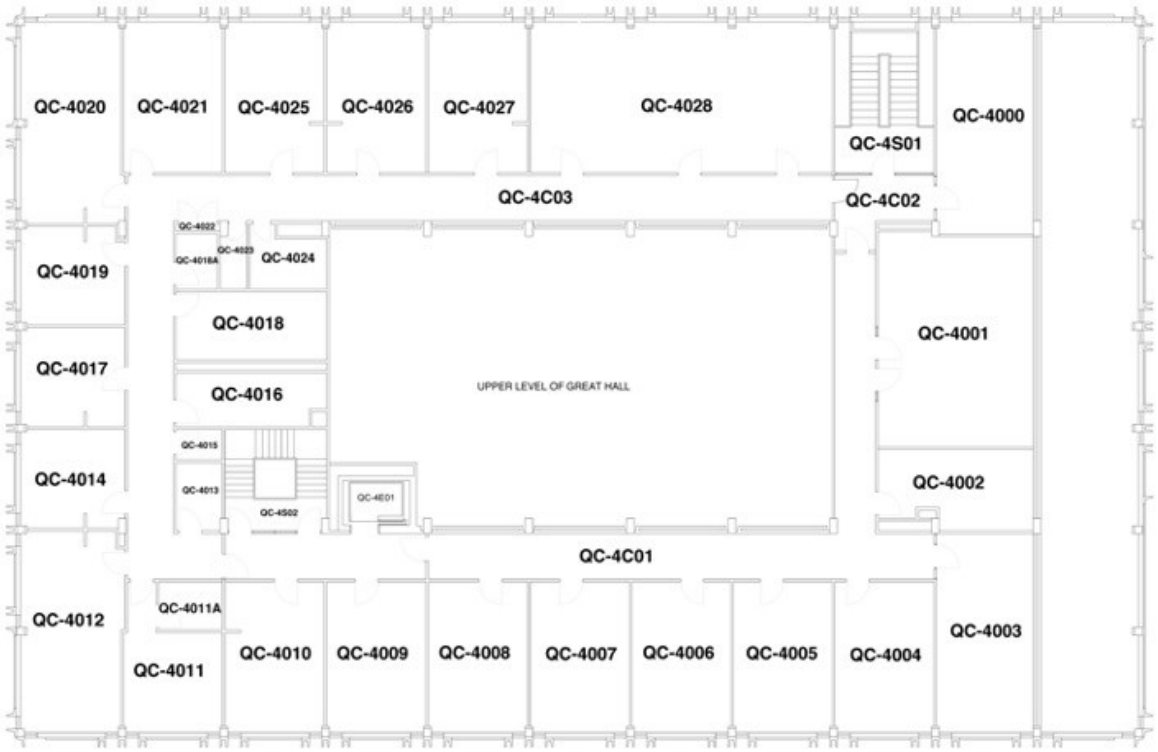
APPENDIX A: Plans of First, Second and Fourth Levels of Queen's College (not to scale)



Level 1 – Basement



Level 2 – First Floor



Level 4 – Archaeology spaces include QC-4009, 4010, 4011, 4014, 4019, and 4020 (PhD student office).

APPENDIX B: Steps for Masters program

Semester /time	**Steps**	**Responsibilities**				Materials/Info to submit
Semester 1 and 2	Course work Applications for funding	Student with supervisor				
End of semester 2	Research proposal defence	Graduate Officer Checks schedule to select best time for event and communicates date to faculty with copy to administrative assistant to set up place and advise how many proposals are expected	**Supervisors** inform their students of date of submission (at least two weeks before event) of proposals to the department and greenlights when the proposals are ready.	**Student** submits proposal to Academic program assistant (Fran)	**Academic program assistant** (Fran) collects proposals and uploads them to folder in bright space and informs faculty by email that the folder has been opened for review. **No need to send more than one initial email that the folder is open.**	Research proposal
	Feedback/result of defence	Supervisor communicates to student				
Semester 3 and 4	Research/writing	Student with Supervisor				
Semester 5	Presentation of research advances/Posters	Graduate Officer checks schedule to select best time for event and communicates to department	**Students** submit posters to Academic program assistant two weeks in advance of event	Academic program Assist. (Fran) Sends poster for printing, requests the boards from Science dept., make arrangements with FM and others to have event in great hall		
Semester 6 and afterwards	Thesis is ready for examination	**Supervisor** Green lights thesis, completes supervisory approval form and appointment of examiners form (change of program form if needed/**consult with Admin Assist.**). Submits thesis and forms to GO for signature	Graduate officer forwards package to SGS with copy to Academic program assist.	Academ.. Assist. Files package for record		Thesis supervisory approval form Appointment of examiner form (make sure to put the two names in section for internal examiner Change of program form if needed
	Results of evaluation SGS will send to the student and Admin Assistant	**Admin Assist** forwards to Supervisor(s) (copy GO) If re-examination is required, we go back to previous step	Supervisor 1. Makes sure student make necessary corrections (if any) and once satisfied greenlights the student to contact SGS for final steps (to upload thesis to university library). 2. Prepares Recommendation for Award form and submits to Head			Recommendation for the Award of a Degree
	Closing	Head Signs Recommendation And forwards to SGS (with copy to Admin assist and GO)	Academ.. Assistant Communicates to student to make sure they have contacted SGS for final submission instructions (no need to copy anyone) Closes student file and removes them from the list of active Graduate students			

APPENDIX C: Steps for PhD program

Time in program	Stage/Steps	Responsibility to check/do			Materials/Info to submit
Semester 1 and 2 (except MAs to PHD) See below	Course work Applications for funding Establishment of supervisory committee	Student with **Supervisor** Once members of committee are established supervisor gather signatures, fills and submits Change of program form with their names to GO	GO Signs CoP form and submits to SGS with copy to Academ. Assist.		Change of Program form
Semester 3	Comps process starts. Step 1. Forming comps committee, defining two topics (Finish this process at least three months before exam; *recommended early June for a start of exam in September*)	**Supervisor** enrols the two other voting members of committee (if different from supervisory committee); establish topical areas in consultation with the student and committee, agree with them on a timeline and fills form Recommendation for Examination. Submits the package (Examination form and Topic/Timetable form) to Graduate officer with copy to student who must respond by email that they agree with schedule. In case this step is done less than three months ahead of commencement of exams student must state in the email that they forfeit the three months pre-advise.	**GO** submits the *Recommendation for examination form* to SGS with copy to Academ. Assist		Recommendation for Examination. And Topic Timetable form
	2. Between submission of timetable and commencement of exam.	**Student** compiles potential reading lists **and develops draft questions**.	**Supervisor**, and examiners work with student in shaping the list and preparing the questions. that are going to be posed for each topic.		
Semester 4	3. Start of examination A. Week 1-3	**Student** receives the two questions and agrees with the supervisory committee on an "official bibliographical list for each exam").	**Supervisor** submits questions, and official bibliographical list to the Academic program assistant (Fran) with copy to GO, indicating the exact dates each question should be submitted to student	Academ Assist. Receives questions and prepares official instructions for the student (question and timeline of response)	Email with Questions and Dates of Examination
	B. Day of 1st exam (Week 4-7.)	Academic program assistant (with **blind copy to GO**) Submits question and instructions to student			

APPENDIX C: Steps for PhD program (continued)

	C. 4 weeks later (End of week 7)		Student submits the essay to admin. Assist.	Academ. Assist. forwards essay to evaluating committee (**with <u>blind copy</u> to GO**)			Essay response text
	D. Evaluation of exam 1 (Week 8)		**Committee** reads exam, send the grading sheet with written feedback **to supervisor**. The committee decides on next step.	**Supervisor** collects grading sheets and feedback and <u>forward</u> **<u>results of exam to student</u>** <u>with copy to Academic program assistant and GO</u>			email decision (proceed to next exam or not); grading sheets forms and, if committee has comment in text, the text as well.
	Exam 2 Repeats steps above B (week 9-12) C. End week 12 D. Week 13						
Semester 5	Oral defence of comps (Usually 4 weeks after end of second exam)	Organization	**Supervisor proposes and arranges a date with committee members and GO.**	GO arranges place and/or connections (if online)			
		Actual defence	GO/or delegate chairs defence, write up results and submits to SGS (with copy to Supervisor and Academ assist)				
	Research Proposal (usually 3 months after conclusion of comps)	Organization	**Supervisor** informs GO that student is ready for defence (at least 1 month before intended defence)	GO consults and establish date for defence	Student Send a proposal to Academ Assist (<u>two weeks before defence</u>)	**Aacdem. Assist**. Uploads proposals to folder in bright space and communicates to faculty that they are available	Research proposal to filed in Bright Space
		Actual defence	Student makes presentation and respond questions	Faculty Confer and decide if pass	Supervisor Communicates result to student		
Semester 6 onwards	Research and writing of dissertation		Student, supervisory committee and Supervisor				
	Dissertation defence Step 1 When supervisory committee deems thesis ready for defence		Student prepares 4 copies of the dissertation and sends to supervisor	Supervisor 1. Fills and gather signatures of supervisory committee in the *<u>Supervisory Approval Form</u>* 2. Proposes names of externa (1) and internal (2) examiners to the GO so that their availability can be confirmed. 3. Once availability confirmed Supervisor fills *<u>Appointment of Examiners Form</u>*. Forwards all package to GO (copies of dissertation and the two forms)	GO 1. Confirms availability of examiners and advise Supervisor. 2. Signs the Appointment form and check with Academ.assist if a <u>Change of Program Form</u> is needed. 3. Submits the whole package to SGS	**Academ.assist.** checks if a Change of Program Form is needed	
	Step 2 External eavaluation		Organized by SGS				

APPENDIX C: Steps for PhD program (continued)"

	Step 3 Post defence	Supervisor 1. Makes sure student make necessary corrections (if any) and once satisfied greenlights the student to contact SGS for final steps (to upload thesis to university library and request graduation). **Minor revisions = 6 months; Major revisions = 12 months** 2. Prepares Recommendation for Award form and submits to Head	Head Signs Recommendation And forwards to SGS (with copy to Admin assist and GO)	**Academ. Assistant** Closes student file and removes them from the list of active Graduate students	Recommendation for Award