

UNIVERSITY OF YORK
UNDERGRADUATE PROGRAMME REGULATIONS

This document applies to students who commence the programme(s) in:		2016/17		
Awarding institution		Teaching institution		
University of York		University of York		
Department(s)				
Lifelong Learning				
Award(s) and programme title(s)		Level of qualification		
Certificate of Higher Education in Lifelong Learning (Archaeology)		Level 4/C		
Interim awards available				
University Certificate of Lifelong Learning				
Length and status of the programme(s) and mode(s) of study				
Programme	Length (years) and status (full-time/part-time)	Mode		
		Face-to-face, campus-based	Distance learning	Other
Certificate of Higher Education in Lifelong Learning (Archaeology)	5 years, part-time	Y		
Programme accreditation by Professional, Statutory or Regulatory Bodies (if applicable)				
N/A				

Educational aims of the programme	
The Centre for Lifelong Learning sees its role as being to provide exciting and pioneering adult education opportunities to citizens in the local community (City of York and North Yorkshire). The accredited programme of study therefore is distinctive in its equality of opportunity, offering an enriching educational experience in a supportive environment that is tailored, and responsive, to the needs of adult learners. • Encourage students to think critically and independently. • Encourage and support an enthusiasm for the subject area. • Provide stimulating and relevant modules relating to the aspirations and needs of adult learners, which will equip students with confidence and the ability to enhance their personal development. • Equip students with a variety of generic study skills appropriate to this level of study. • Equip students with subject-specific knowledge and skills to provide a sound introduction to the theory and practice of archaeology.	
Intended learning outcomes for the programme – and how the programme enables students to achieve and demonstrate the intended learning outcomes	
<i>This programme provides opportunities for students to develop and demonstrate knowledge and understanding qualities, skills and other attributes in the following areas:</i>	<i>The following teaching, learning and assessment methods enable students to achieve and to demonstrate the programme learning outcomes:</i>
A: Knowledge and understanding	
Knowledge and understanding of: 1. The archaeology of a number of geographical regions and chronological periods 2. The sources of evidence used in archaeology, and their relationship to different knowledge domains 3. On- and off-site methods used in the recovery and analysis of archaeological evidence 4. Knowledge and understanding of the origins and development of archaeology as a discipline 5. An understanding of the intellectual basis of archaeology, and of its relationship to other disciplines 6. Appreciation of the importance of recovering primary data and new information through field work and collections-, records-, and artefact-based studies 7. An understanding of the factors, such as depositional processes and postdepositional transformations, that affect the scale and reliability of the archaeological record 8. An understanding of archaeology's debt to the past and obligations to the future in terms of conservation and archiving.	Learning/teaching methods and strategies (relating to numbered outcomes): • Weekly seminars [1,2,3,4,5,6, 7 and 8] • Group working [1,2,3,4,5,6,7 and 8] • Private study [1,2,3,4,5,6,7 and 8] Types/methods of assessment (relating to numbered outcomes): • Critical essay [1,2,3,4,5,6,7 and 8] • Workbooks [1,2,3,4,5,6,7 and 8] • Poster presentation [1,2,3,4,5,6,7 and 8]
B: (i) Skills - discipline related	
Able to: 1. Choose and apply core techniques of on- and off-	Learning/teaching methods and strategies (relating to numbered outcomes):

site data collection and analysis 2. Access and use published or archived field archaeology records 3. Be familiar with the structure of academic publishing in archaeology and the effective use of that resource 4. Keep objective and rigorous records of on- and off-site work.	• Weekly seminars [1,2,3,4] • Group working [1,2,3,4] • Private study [1,2,3,4] Types/methods of assessment (relating to numbered outcomes): • Critical essay [1,2,3,4] • Workbooks [1,2,3,4] • Poster presentation [1,2,3,4]
B: (ii) Skills - transferable	
Able to: 1. Produce logical and structured arguments supported by evidence 2. Communicate effectively and through well-structured verbal and written forms 3. Make effective use of information retrieval skills using paper-based and electronic resources 4. Critically evaluate one's own views and those of others, sensitive to the cultural and professional context of those views.	Learning/teaching methods and strategies (relating to numbered outcomes): • Weekly seminars [1,2,3,4] • Group working [1,2,3,4] • Private study [1,2,3,4] Types/methods of assessment (relating to numbered outcomes): Critical essay [1,2,3,4] Workbooks [1,2,3,4] Poster presentation [1,2,3,4]
C: Experience and other attributes	
Able to: 1. Participate in a shared learning environment appropriate to the adult learner 2. Promote pastoral support appropriate for the adult learner (eg student social evenings) 3. Encourage extra-curricular activity amongst students on the programme as a further enhancement to the learning context (student organised field trips, social evenings)	Learning/teaching methods and strategies (relating to numbered outcomes): • Weekly seminars [1,2,3] • Group working [1,2,3] • Private study [3] Types/methods of assessment (relating to numbered outcomes): N/A
Relevant Quality Assurance Agency benchmark statement(s) and other relevant external reference points (e.g. National Occupational Standards, or the requirements of Professional, Statutory or Regulatory bodies)	
Archaeology [2007]	
University award regulations	
To be eligible for an award of the University of York a student must undertake an approved programme of study, obtain a specified number of credits (at a specified level(s)), and meet any other requirements of the award as specified in the award requirements, programme information, and other University regulations (e.g. payment of fees). Credit will be awarded upon passing a module's assessment(s) but some credit may be awarded where failure has been compensated by achievement in other modules. The University's award and assessment regulations specify the University's marking scheme, and rules governing progression (including rules for compensation), reassessment, award requirements and degree classification. The award and assessment regulations apply to all programmes: any exceptions that that relate to this programme are approved by University Teaching Committee and are recorded at the end of this document.	

Departmental policies on assessment and feedback	
Detailed information on assessment (including grade descriptors, marking procedures, word counts etc.) is available in the written statement of assessment which applies to this programme and the relevant module descriptions. These are available in the student handbook and on the Department's website: www.york.ac.uk/lifelonglearning	
Information on formative and summative feedback to students on their work is available in the written statement on feedback to students which applies to this programme and the relevant module descriptions. These are available in the student handbook and on the Department's website: www.york.ac.uk/lifelonglearning	
Are electives permitted?	No
Can a Languages For All (LFA) module be taken ab initio (i.e. beginner level) in Stage 1?	No

Overview of modules by stage

Students need 120 credits to achieve the Certificate of Higher Education.

To be eligible for direct progression into Year 2 of the full degree programme at the Department of Archaeology, students must complete the three core modules, though this is not mandatory for the Cert HE award in itself.

Students may opt to substitute 20 credits from the Cert HE with 20 credits from the pool of modules offered under the Certificate awards in Arts and Humanities/Social Sciences offered by Lifelong Learning.

The most up-to-date diagrams of programme structures can be found at <http://www.york.ac.uk/lifelonglearning/credit/certificates/>.

Stage 1

Core module table

Module title	Module code	Credit level ¹	Credit value ²	Prerequisites	Assessment rules ³	Timing and format of main assessment (AuT – Autumn Term, SpT- Spring Term, SuT – Summer Term)
The History and Theory of Archaeology	CED00060C	4	20			Term: tbc. Assessment: 2,500 word essay
An Introduction to British Archaeology	CED00049C	4	20			Term: tbc. Assessment: 2,500 word essay
The Practice of Archaeology	CED00033C	4	20			Term: tbc. Assessment: 1,500 word essay and a 1,000 word reflective log

¹ The **credit level** is an indication of the module's relative intellectual demand, complexity and depth of learning and of learner autonomy (Level 4/Certificate, Level 5/Intermediate, Level 6/Honours, Level 7/Masters)

² The **credit value** gives the notional workload for the module, where 1 credit corresponds to a notional workload of 10 hours (including contact hours, private study and assessment)

³ **Special assessment rules**

P/F – the module marked on a pass/fail basis (NB pass/fail modules cannot be compensated)

NC – the module cannot be compensated

NR – there is no reassessment opportunity for this module. It must be passed at the first attempt

Stage 1

Optional module table

Module title	Module code	Credit level ⁴	Credit value ⁵	Prerequisites	Assessment rules ⁶	Timing and format of main assessment (AuT – Autumn Term, SpT- Spring Term, SuT – Summer Term)
The Archaeology of Egypt	CED00054C	4	20			Term: tbc. Assessment: 2,500 word essay
Climate and the Human Environment	CED00016C	4	20			Term: tbc. Assessment: 2,500 word essay
An Introduction to Forensic Archaeology	CED00017C	4	20			Term: tbc. Assessment: 2,500 word essay
The Archaeology of York's Historic Buildings	CED00144C	4	20			Term: tbc. Assessment: 2,500 word essay

Students from the Arts and Humanities programme can undertake modules from the Archaeology Award to broaden their learning experience.

⁴ The **credit level** is an indication of the module's relative intellectual demand, complexity and depth of learning and of learner autonomy (Level 4/Certificate, Level 5/Intermediate, Level 6/Honours, Level 7/Masters)

⁵ The **credit value** gives the notional workload for the module, where 1 credit corresponds to a notional workload of 10 hours (including contact hours, private study and assessment)

⁶ **Special assessment rules**

P/F – the module marked on a pass/fail basis (NB pass/fail modules cannot be compensated)

NC – the module cannot be compensated

NR – there is no reassessment opportunity for this module. It must be passed at the first attempt

Transfers out of or into the programme	
N/A	
Exceptions to University Award Regulations approved by University Teaching Committee	
Exception	Date approved
- Exemption from the University common assessment period and timing of the Board of Examiners. - Special rules relating to the timing of reassessments in the 30-39 range. - Special rules relating to opting out and taking modules 'for pleasure' (auditing)	Approved Feb 2009 Approved Feb 2009 Approved Sept 2010
Quality and Standards	
The University has a framework in place to ensure that the standards of its programmes are maintained, and the quality of the learning experience is enhanced. Quality assurance and enhancement processes include: - the academic oversight of programmes within departments by a Board of Studies, which includes student representation - the oversight of programmes by external examiners, who ensure that standards at the University of York are comparable with those elsewhere in the sector - annual monitoring and periodic review of programmes - the acquisition of feedback from students by departments, and via the National Student Survey. More information can be obtained from the Academic Support Office: http://www.york.ac.uk/admin/aso/teach/	
Date on which this programme information was updated:	9/8/2016
Departmental web page:	www.york.ac.uk/lifelonglearning
Please note The information above provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. Detailed information on the learning outcomes, content, delivery and assessment of modules can be found in the module descriptions. The University reserves the right to modify this overview in unforeseen circumstances, or where the process of academic development, based on feedback from staff, students, external examiners or professional bodies, requires a change to be made. Students will be notified of any substantive changes at the first available opportunity.	