

Course Information Sheet for entry in 2023~24

Undergraduate Certificate in Archaeology

About the course

This two-year, part-time undergraduate course is designed for adult students with some, little or no previous experience of academic archaeology. This includes those who are new to archaeology and those who may have some practical experience, and/or have completed online or evening classes, but would now like to pursue a study-based subject qualification. The course aims to demonstrate the development and importance of archaeology and introduce how archaeologists work today. It explores people and societies from the past using evidence from Britain, other parts of Europe, and the wider world. In addition to following the programme of taught seminars and practicals, you can specialise in a chosen area, period or theme by doing an extended project.

The course takes place over two academic years (usually running from October to August each year), and content is taught at FHEQ Level 4, a level equivalent to the first year of an undergraduate degree. You will typically have evening teaching sessions on Tuesdays every other week during term time. Saturday field trips, fieldwork and workshops are woven through both years. Each year also focuses broadly on Prehistory in the first term, later Prehistory and the Roman period in the second term, and post-Roman and Medieval archaeology in the third term.

During the first year, usually in the spring (after Easter), there is a one-week programme of practical fieldwork normally consisting of a training excavation, located in the Oxford region. Written work continues until August in year one and in year two. Final results are released after a Board of Examiners meeting which normally takes place in early September each year.

Please note that whilst most teaching events and practical elements are usually held in-person, they may be moved online, rescheduled or revised if necessary, e.g. as a result of any recurrence of the Coronavirus pandemic, or similar.

As well as the time spent in teaching sessions, you will need to spend around 12 hours a week studying in term-time. This might include reading, preparing course work, and visiting museums, libraries and sites.

Year 1: Introduction to Archaeology: Practice and Purpose

The first year considers the development of the modern discipline and covers the fundamentals of archaeological theory and practice. Workshops will investigate artefacts and environmental evidence; fieldwork sessions will introduce essential practical skills in survey and excavation and field trips will investigate sites and landscapes. Classroom sessions provide the foundation for practical workshops studying archaeological evidence and fieldwork elements teaching essential survey and excavation skills.

Year 2: Key Themes in Archaeology

The second year studies key themes and turning points in Archaeology from prehistory to the medieval period and deals with certain topics introduced in year one in more detail: for example,

science in archaeology and excavation report writing. Practical workshops studying archaeological evidence and fieldwork elements continue building on the foundation laid in year one.

Assessment

- 5 assignments per year of up to 2,000 words in length (the first assignment in Year 1 is formative and does not count towards the final assessment);
- A field training programme learning journal accompanied by an assignment of not more than 1,000 words (up to 2,000 words in total) at the end of the first year covering work undertaken during the field training programme;
- A two-hour written examination in the first year;
- An extended assignment of up to 5,000 words in the second year.

Attendance

Students are expected to attend

- a minimum of 80% of taught sessions per year of the course (including classroom and practical sessions);
- A minimum of 2 tutorials on their extended project in the second year;
- A one-week practical fieldwork programme or equivalent, usually held during the first year;
- A two-hour examination at the end of the first year.

Changes to courses

The University will seek to deliver this course in accordance with the description set out in this course information sheet. However, there may be situations in which it is desirable or necessary for the University to make changes in course provision, either before or after registration. The safety of students, staff and visitors is paramount and major changes to delivery or services may have to be made in circumstances of a pandemic or local health emergency. In addition, in certain circumstances, for example due to visa difficulties or because the health needs of students cannot be met, it may be necessary to make adjustments to course requirements for international study.

You can find full information under “Changes to Courses” (sections 29 to 40) in the [Terms and Conditions](https://www.conted.ox.ac.uk/mnt/attachments/cont-ed-non-matriculated-student-ts-and-cs-for-2023-24-entry_1.pdf) for this course (https://www.conted.ox.ac.uk/mnt/attachments/cont-ed-non-matriculated-student-ts-and-cs-for-2023-24-entry_1.pdf).

Expected length of course

2 years

Annual fees for entry in 2023~24

Fee Status	Course Fee
Home (UK/Republic of Ireland/ Channel Islands & Isle of Man)	£3,000
Overseas	£5,650

Course fees are payable each year, for the duration of your fee liability (your fee liability is the length of time for which you are required to pay course fees). For courses lasting longer than one year,

please be aware that fees will usually increase annually. For details, please see our [guidance on likely increases to fees and charges](#).

Course fees cover your teaching as well as other academic services and facilities provided to support your studies. Unless specified in the additional cost information (below), course fees do not cover accommodation, residential costs or other living costs. They also do not cover any additional costs and charges that are outlined in the additional cost information.

Information for applicants from the EU, EEA and Switzerland

On 11 May 2021 the UK Council for International Student Affairs published [new regulations and guidance](#) to be used in assessing the fee status of students commencing courses in August 2021 and later. We will be using this guidance to carry out fee status assessments for students commencing courses in 2023~24, including students from the EU, EEA and Switzerland.

If you are an EU national and do not live in the UK then you are likely to be charged Overseas fees. Students with settled and pre-settled status in the UK and some other categories of students who work in the UK can qualify for Home fee status as long as they meet the residence criteria.

Additional cost information

Students are not required to buy books, but there may be a few recommended key texts which you may choose to buy. Transport for field trips and the practical fieldwork is normally arranged on a car sharing basis by the students themselves. Entry fees to museums or sites are paid individually by the students.

You will need a computer which meets our minimum specification, with access to the internet and various other software programmes. Please see the [system requirements webpage](#) for full details.

Living costs

In addition to your fees, you will need to ensure that you have adequate funds to support your living costs for the duration of your course.

For the 2023-24 academic year, the range of likely living costs for full-time study is between c. £1,290 and £1,840 for each month spent in Oxford. Full information, including a breakdown of likely living costs in Oxford for items such as food, accommodation and study costs, is available on our [living costs](#) page. When planning your finances for any future years of study in Oxford beyond 2023-24, you should allow for an estimated increase in living expenses of 5% or more each year, although this rate may vary significantly depending on how the national economic situation develops.

The living costs above are based on single, full-time students living in Oxford. While it may be the case that, as a part-time student, you will not be based in Oxford during your studies, you will still need to cover your cost of living on a full-time basis. If this applies to you, you should calculate your living costs to be sure that you have sufficient funding to meet these costs for the duration of your course. In particular, part-time students who are not based in Oxford will need to calculate travel

and accommodation costs carefully. Please note that living costs outside Oxford may be different from those shown above.

Document accessibility

If you require an accessible version of this document please contact undergraduate@conted.ox.ac.uk