

Masters Research in Archaeology: Information for Students

This information is for prospective and current students in the Masters Research Programme in the Department of Anthropology & Archaeology at the University of Otago. It sets out the processes and requirements for gaining entry to the programme, expectations and requirements of those who are admitted, and procedures for managing their progress towards completion. It should be read in conjunction with the regulations for the Master of Arts degree (www.otago.ac.nz/courses/qualifications/ma.html), the University's *Handbook for Research Masters' Degrees* (www.otago.ac.nz/study/masters), and Department's *Postgraduate Handbook*.

The Master of Arts (MA) degree is normally undertaken as individual research supervised by one or more members of staff leading to the submission of a thesis. This is undertaken over a period of not less than one year and no more than four years of full time study (or the equivalent part time), with most students completing in one and a half to two years. In exceptional circumstances candidates may be admitted to a programme that requires a year of completing postgraduate papers before embarking upon their individual research.

To be considered for entry to the programme students must have:

- a. completed *either* a BA(Hons) *or* BA and Postgraduate Diploma *or* an equivalent four year degree that includes a substantial research component, majoring in archaeology, anthropology or a related subject;
- b. achieved a grade average of at least B+ in the final year of their qualifying degree; and
- c. a proposal for research that is acceptable to the Department.

Admission Procedures

1. Prospective students are encouraged to enter discussions with one or more member of academic staff in the Archaeology programme order to define a suitable topic for research and develop it into a preliminary proposal.
2. Prospective students must apply for admission to the MA degree programme. This is done via the University's online admissions portal (www.otago.ac.nz/study/enrolement). Applications can be made at any time of year. They must include:
 - a. a preliminary research proposal, and
 - b. except where they are already known to staff, evidence of the applicants eligibility and suitability for entry to the programme.
3. Preliminary research proposals are considered by Programme Staff to determine whether the proposed research is appropriate for an MA in archaeology, able to be conducted with the Department's resources, and supervised by suitably qualified staff. The programme will recommend to the Head of Department whether the applicant should be admitted to the programme and what supervision arrangements should be put in place.
4. Students admitted to the programme are then eligible to enrol and become candidates for an MA.

Expectations and Requirements of MA Candidates

- Candidates are expected to meet regularly with their supervisor(s) and work diligently on their research. Their progress will be monitored (see below).
- Candidates who enrol at the beginning of the academic year are required to make a brief presentation on their proposed research at a workshop held during the first semester each year.

- Candidates are required to make one presentation during the course of their candidacy to the Department's Postgraduate Research Symposium held during the second semester each year.
- Candidates are expected to attend Department seminars on regular basis.

Monitoring Progress towards Completion

- Following enrolment, candidates will work with their supervisor(s) to develop a full research proposal and plan for its implementation. It is expected that that this will be achieved within one to two months, and supervisors will report on satisfactory completion of this milestone.
- Reports on progress towards completion are required by the Division of Humanities at six-monthly intervals, and supervisors will report on satisfactory completion of these.
- Where these reports, or other advice from the supervisor(s) indicate that a candidate is not making satisfactory progress the Department will seek ways to resolve problems and assist the candidate to make progress. If resolution to problems cannot be found and unsatisfactory progress persists, it may be recommended that a candidate should be withdrawn from the programme.