

**INFORMATION FOR**  
**GRADUATE RESEARCH STUDENTS**  
**ARCHAEOLOGY**  
**2017-18**



**SCHOOL OF GEOGRAPHY AND ARCHAEOLOGY NUI GALWAY**

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# 1. INTRODUCTION

You are all very welcome to Graduate Research in Archaeology 2017-18. We encourage you to generate a sense of community among yourselves and to integrate with the wider postgraduate community of the College. In addition to the support that the Graduate Research Committee and the department affords, mutual support is important to a fruitful and enjoyable research journey.

Graduate research opportunities in Archaeology include:

## **Two-year M.Litt**

**The** M.Litt is a stand-alone award. It is not a progression route to a PhD degree. Therefore, students registered for the M.Litt research degree have no automatic transfer opportunity to a PhD programme. However, students on PhD research have the possibility to exit their programme early with an M. Litt providing that they have satisfied the requirements for that award.

## **Four-year Structured PhD**

The credit rating of the Structured PhD is 360 ECTS spread over 4 years. 30 ECTS is allocated to modules, thus allowing for each student's course to be tailored to the research needs of her/his dissertation topic and to a menu of available modules.

## **Article-based PhD**

The standard of scholarly achievement and professionalism expected of an article-based PhD is identical to that expected of the traditional monograph-type thesis. An article-based PhD is no less rigorous academically than a monograph and should not exceed 80,000 words as per university norms. See section 6.2.6 'Article-based' PhD in the university guidelines for research degree programmes. In Archaeology, a minimum of three articles have to make up the core, where the PhD student is the single author. Two of those articles should have been accepted for publication by internationally peer-reviewed journals relevant to the discipline, with the third submitted for review.

### **PhD Students 2017-18**

Marcus Byrne (PhD2)

Peter Casby (PhD4)

Daniel Curley (PhD1)

Frank J. Hall (PhD1)

Chelsea Ryan (PhD1)

Daisy Spencer (PhD4)

### **M.Litt. 2017-18**

And Kellogg (M.Litt. 1)

### **Supervisor**

Dr Carleton Jones

Professor Elizabeth FitzPatrick

Dr Kieran O'Connor

Dr Kieran O'Connor

Dr Stefan Bergh

Dr Carleton Jones

Professor Elizabeth FitzPatrick

## 2. DATES FOR YOUR DIARY

Tuesday 3 Oct. 2017 Postgraduate researchers meeting 4-5pm Archaeology Library

Tuesday 5 Dec. 2017 Christmas reception Archaeology Library 5pm

### RESEARCH SEMINARS 2017-18

*All seminars are at 4pm*

#### Semester 1

Tuesday 17 Oct Daisy Spencer	Careers Seminar Room
Tuesday 31 Oct Peter Casby	GO10
Tuesday 14 Nov Marcus Byrne	GO10
Tuesday 28 Nov GUEST SPEAKER	GO10

#### Semester 2

Tuesday 23 Jan Daniel Curley	GO10
Tuesday 6 Feb Chelsea Ryan	GO10
Tuesday 20 Feb Andy Kellogg	GO10
Tuesday 6 March Frank J. Hall	GO10

GUEST SPEAKER date & venue to be arranged

## 3. SOME IMPORTANT ADDRESSES AND CONTACTS

### Graduate Research Committee for Archaeology 2017-18

Prof. Elizabeth FitzPatrick (Chair): [elizabeth.fitzpatrick@nuigalway.ie](mailto:elizabeth.fitzpatrick@nuigalway.ie)

Dr Stefan Bergh: [stefan.bergh@nuigalway.ie](mailto:stefan.bergh@nuigalway.ie)

Maggie Ronayne: [maggie.ronayne@nuigalway.ie](mailto:maggie.ronayne@nuigalway.ie)

It is essential that all graduate research students acquaint themselves with the university guidelines for research degree programmes.

[http://www.nuigalway.ie/media/graduatestudies/files/university\\_guidelines\\_for\\_research\\_degree\\_programmes.pdf](http://www.nuigalway.ie/media/graduatestudies/files/university_guidelines_for_research_degree_programmes.pdf)

### Funding bodies and schemes:

The Irish Research Council (IRC)

<http://research.ie/funding-category/postgraduate/>

The NUI Travelling Studentship Scheme

<http://www.nui.ie/awards/postgraduates.asp>

**Galway Doctoral Scholarship Scheme (College of Arts, Social Sciences, & Celtic Studies)**

<http://www.nuigalway.ie/colleges-and-schools/arts-social-sciences-and-celtic-studies/phd-research-degrees/scholarships/>

**NUI, Galway Hardiman Research Scholarships**

<http://www.nuigalway.ie/hardiman-scholarships/>

**College of Arts, Social Sciences and Celtic Studies PhD Write-up Bursaries**

<https://www.nuigalway.ie/graduate-studies/currentstudents/write-up-bursary/>

## 4. FACILITIES

### 4.1 ACCESS AND SECURITY

- The main door of the Department will, during Monday to Friday, be opened by Security at 8am each morning, and locked at 6pm each evening. The door will be locked every weekend, from 6pm on Friday to 8am on Monday morning. During evenings and at the weekend you can gain access to the Department by using your ID once it has been activated by security (see below).
- Your ID will be activated by security once the secretary supplies them with your ID number. This will allow you to access the premises outside office hours.
- You will be provided with a key to your research room and under desk locker/filing cabinet. You must return these keys on completion of your studies.
- The key to the library is available in the graduate research rooms. The library must be locked after use and the key replaced.
- To protect personal belongings, it is very important that the last student leaving the research room always locks the room and ensures that all windows are closed. Archaeology has no responsibility for any theft arising from a failure to lock these rooms.
- Only registered graduate students of Archaeology have access to research space, including the library.
- All students must vacate the building on hearing the fire alarm. The fire escape door at the end of the corridor should only be used in the event of an emergency. Note that the Assembly Area - in the event of an alarm - is on the opposite side of the road from the Archaeology i.e. Assembly Point 'H'
- Please switch off your computer and any other electrical appliances at the end of each day at the wall socket (this saves energy).

### 4.2 THE DEPARTMENTAL LIBRARY

#### ***Graduate / MALA use***

- The Library (Room ARC 202) in Archaeology is open to 2nd year, 3rd year, Graduate and Visiting Archaeology students who wish to study and consult the collection.
- While library opening hours for Undergraduate and Visiting students is limited to daytime use, graduates have open access.
- A key to the library may be found in rooms ARC203, ARC204 and ARC205. These keys may not be removed from the premises.

- In the case of graduates, Books, Journals, and Theses may be signed out. Note: Theses may not be removed from the premises.
- An index to the Book collection can be found on top of the map cabinet. It may not be removed from the Library. Late additions can be found at the back of the index and this section is not in alphabetical order. Note: a database for the book collection can be found on the Q Drive (instructions for use of same on top of map cabinet in Library).
- A total of four books can be borrowed for a maximum of one week. They are not to be kept out for a longer period without permission (If these books are required for a longer period of time please use the Hardiman Library).
- Books should if at all possible be consulted in the Library or in the Graduate rooms.
- In the Graduate rooms (ARC204 and ARC205) and the MALA room (ARC203) you will find a shelf marked 'Departmental Library Books'. When consulting books from the library in these rooms please leave them each evening on that shelf. Do not leave them on your desk. This way they can be easily accessed if required by staff.
- Books must be signed out in a legible fashion stating: Date borrowed, Author and title, borrower's full name (not initials), year of course, the date returned.
- A signing out / in folder for the Books can be found in the library on top of the map cabinet.
- If consulting Books or Maps please return them to the correct shelf / drawer.
- If you are last to leave the premises at night could you please check that the Library door and windows are locked.

## 4.3 GIS and computer facilities

### The Ryan Institute

The Ryan Institute's GIS Centre provides taught courses, technical support and GIS-related data for both graduate student and staff research at NUI Galway. A certain amount of GIS-related mapping data is available through the Department of Archaeology or on open access on-line, but additional Ordnance Survey of Ireland (OSI) data may be acquired under licence from the Ryan Institute. The GIS Centre's webpage <http://www.nuigalway.ie/ryaninstitute/facilities/giscentre/> provides a useful resource and source of information.

**Contact:** Dr Benjamin Thébaudeau, Senior Technical Officer in GIS, GIS Centre.

Ext. 3853 Ph: 091 493853 [benjamin.thebaudeau@nuigalway.ie](mailto:benjamin.thebaudeau@nuigalway.ie)

**GIS Training Courses:**

Two-day ArcGIS courses are held at regular intervals throughout the year depending on demand (booking required) in the GIS training suite, Room 104, Orbsen Building.

There are also GIS user guides and case studies available through this webpage.

#### **GIS resources:**

The GIS centre's webpages detail GIS data available on the internet, Ireland data on the internet, European data on the internet, Global data on the internet, licenced GIS data for NUI Galway staff and research students, etc.

To acquire OSI data through the GIS Centre you need to complete and submit a Data Agreement Form in consultation with your supervisor, which you will find on the GIS Centre homepage: <http://www.ryaninstitute.ie/facilities/gis-centre/userinfo/>

If specific datasets or specialist technical support is required, beyond that available in Archaeology, this can be arranged through the Archaeological Field Officer, Room ARC206

#### **ArcGIS is available on open access in the:**

- Cairnes PC Suite, Cairnes Building (near Friar's Restaurant).
- Arts Faculty Suite (229/229A) 1<sup>st</sup> Floor, Arts/Science Building.
- Arts Millennium Building PC Suite, 1<sup>st</sup> Floor, Arts Millennium Building.

#### **GIS and Computer facilities in the School of Geography and Archaeology**

- MA in Landscape Archaeology PC suite, Room Arc203, Archaeology, Arts/Science Building (this ISS-facilitated computer suite is open to M.A. in Landscape Archaeology students only but may be made available to other graduate students of archaeology with special permission of Dr Stefan Bergh in Archaeology).
- Geography GIS Laboratory, Room 115 (these facilities are not open access but may be booked through Dr Siubhan Comer in Geography).
- A Geoforce GTX workstation, Room Arc208, with specialist software (Agisoft Photoscan, Trimble Business Centre, Geoplot, etc.) is available to staff and graduate research students of the School of Geography and Archaeology. This facility may be booked through Sandra Getty, Archaeology (details below).

(Further GIS and computer related queries may be addressed to Joe Fenwick, Archaeological Field Officer, Room ARC206 or Dr Stefan Bergh, Room ARC215).



## Booking procedures for the Geoforce GTX Workstation in Archaeology

- This workstation is located in the 'Field Schools Laboratory' Arc208, Discipline of Archaeology, Arts-Science Building.
- It may only be used by members of staff and graduate research students of the School of Geography and Archaeology for the purposes of data processing and image production only.
- Software available on it includes Agisoft Photoscan, Trimble Business Centre, Geoplot 4, Pathfinder Office, ArcGIS and Microsoft Office. 3-D artefact scanning using proprietary NextEngine software is also available on this machine (along with a workflow manual).
- The workstation facilities may be booked through:  
Sandra Getty (Administrative Assistant, Room Arc217, Archaeology; Ext. 2167;  
sandra.getty@nuigalway.ie )  
or  
Angela Gallagher (Senior Technician, Room Arc207, Archaeology; Ext. 2407;  
angela.gallagher@nuigalway.ie)  
for morning (9.30am – 12.30pm) or afternoon (2.30 – 4.30pm) sessions.
- The workstation facilities can be booked for between one and three hours sessions only.
- If it is intended to utilise Agisoft Photoscan where the workstation will be required to process data over several hours you are advised to book time in an afternoon slot in order to allow the machine to process data outside office hours/overnight. If intending to do this, it will be necessary to set up an auto-save on completion of processing to ensure the workstation is available to use by others the following day.
- On making a booking it will be necessary to state the time and duration that you wish to use the computer in addition to an estimate of subsequent data-processing time, if applicable.
- On making a booking with Sandra or Angela please state if you are a member of staff or Graduate Student of the School of Geography and Archaeology. Please state what software you intend to use along with your preferred date(s) and time(s) that you wish to use the workstation facilities and if additional overnight data processing time will be required as well.
- Lastly, while data may be stored temporarily on the workstation in a folder with your name under 'Agisoft Projects' on the D-drive, you are asked to save your data to external hard drive or other data storage facility for safe keeping.

## **5. WORKING WITH YOUR SUPERVISOR & THE ROLE OF THE GRADUATE RESEARCH COMMITTEE**

### **RESPONSIBILITIES:**

The supervisor, supported by the Graduate Research Committee, is responsible for giving you direction on your research and the benefit of their experience, helping you shape it from very general ideas into a compact and focused project that can be completed in two years (MLitt) or 4 years (PhD). The supervisor will ask you to produce thesis outlines, bibliographies, a literature review, methodologies (including field methods) and chapter proposals. It is important that you attempt this work yourself rather than over-relying on your supervisor. Your supervisor will amend your first drafts and show you how to refine your methods and proposals. They will recommend reading but please note that it is not the supervisor's role to produce bibliographies or do fieldwork for you.

Student and supervisor should agree an appropriate consultation timetable at the start – some students wish to see the supervisor every week or two weeks. At other times e.g. where you are conducting intensive fieldwork a longer interval may be appropriate.

Where a member of staff is supervising a number of research students, she/he may initiate peer review on a regular basis. This involves all the students and the supervisor meeting to discuss a draft chapter or proposal by one of the students. Each student gets a chance to have work reviewed so you get feedback from peers as well as your supervisor.

Student and supervisor should also agree a suitable and realistic timetable for reading, fieldwork and writing chapters early on in the first year. Students need to amend this timetable and discuss again with the supervisor as they encounter delays or other issues arise. Supervisors should be flexible to allow for unexpected issues arising in the work, illness or family matters that need time. Apart from unavoidable delays, students should endeavour to stick to the fieldwork and writing schedule.

Generally your supervisor should be available to meet with you and consult by phone or email as long as you give enough notice. Similarly it is important to give plenty of notice when submitting chapters for comment or editing as your supervisor has many other demands on her/his time.

If there is significant overlap in the work of both supervisor and student, you may wish to consider making an agreement with your supervisor early on in your work programme as to how you will use their advice, ideas and published work and how they will refer to your

research in their teaching and writing. If you make an agreement on the use of each other's research so that you both get credit for the work put in, there is less likelihood of problems developing later on. Taking credit for the work of others (usually students or more junior staff members) is a practice in some academic areas and it is good to develop a different, more accountable way of working together early on.

You are encouraged to consult other members of staff on your work but you must inform your supervisor beforehand that you are doing so and discuss with them the results of that consultation. Members of staff differ in their approach so you may get different views on your work; this is no bad thing but it is important to remember that your supervisor's direction takes precedence. This doesn't mean you have to agree with every opinion your supervisor holds but that the general guidance they give you on how to research, structure of your thesis and timetable is important to note. Students who consistently fail to take direction from a supervisor will be invited to meet with the Committee and explain this.

Archaeology is aware that differences in approach may develop between a student and their supervisor or personality clashes may emerge. In these cases, it is best for both parties to be honest and seek a solution with the Committee or Head of Discipline, which may include students being assigned a different supervisor. However, re-assigning will be a last resort and students and supervisors are both expected to first exhaust every other option in order to continue working together.

### **The Graduate Research Committee (GRC)**

Each student is supported by the Graduate Research Committee of Archaeology and, where relevant, additional staff members. The GRC is composed of 3 members of staff. The committee meets with each student at least once a year for a progress review but is also available for other meetings if the student or supervisor request that. The role of the committee is to assess the progress of the research as well as to offer advice and support to students in relation to their research and in the funding application process. The committee also assesses training and technical support needs. A member of the committee or another relevant staff member they appoint reads the final draft of your thesis before submission.

### **Graduate Research Committee for Archaeology 2017-18**

Prof. Elizabeth FitzPatrick (Chair): [elizabeth.fitzpatrick@nuigalway.ie](mailto:elizabeth.fitzpatrick@nuigalway.ie)

Dr. Stefan Bergh: [Stefan.bergh@nuigalway.ie](mailto:Stefan.bergh@nuigalway.ie)

Maggie Ronayne: [maggie.ronayne@nuigalway.ie](mailto:maggie.ronayne@nuigalway.ie)

## 6. INTRODUCTORY COURSES & TRAINING

To avail of these courses and training, the following applies:

- Graduate students must first consult their supervisors about their training needs. Supervisors will discuss with their students and the course convenor the training most appropriate to the student's research and fieldwork work plans.
- The course timetables are flexible to an extent and may change slightly to accommodate the maximum number of students. If there is a valid reason why you are unable to attend on any of the dates below or you have a preferred choice between the fieldwork dates offered, you should let your supervisor know.
- After consultation with all concerned, supervisors will then convey the names of students who wish to undertake various courses to the relevant course convenors.
- Only those graduate students whose names have been forwarded by their supervisors will be able to undertake the courses. Students are requested, therefore, not to approach Archaeology's Field Officer or Senior Technician directly about courses, as you will only be redirected to your supervisor.
- In addition, only those students who have undertaken the training courses will be granted access to the relevant equipment for their fieldwork. An attendance register will be kept on all courses.
- Following consultation with your supervisor departmental field equipment may be booked/borrowed through the Archaeological Field Officer Joe Fenwick.

## **Introduction to ArcGIS in Archaeology 2017-18**

Instructor: Joe Fenwick

This course provides an introduction to the basics of the ArcGIS software V.10.2.2. Its main objective is to enable students to actively use the Historic Environment Viewer database (National Monuments Service, Department of Culture, Heritage and the Gaeltacht), Ordnance Survey of Ireland (OSI) datasets, and various other digital resources in a digital map environment. The course focuses primarily on the functionality and versatility of GIS towards the investigation of archaeological landscapes using a selection of DoCHG, OSI, topographical, geophysical and photographic datasets.

The course consists of 5 introductory lectures followed by a series of 11 instructor-led tutorials/assignments.

All teaching takes place in the MA in Landscape Archaeology Room, ARC203, Archaeology.

### **Dates:**

Wednesday, 8 <sup>th</sup> Nov. 2017	2.00-5.00pm	3 hours	C1-3 Lectures
Tuesday 14 <sup>th</sup> Nov. 2017	2.00-4.00pm	2 hours	C4-5 Lectures
Tuesday 21 <sup>st</sup> Nov. 2017	2.00-4.00pm	2 hours	C6-7 ArcGIS tutorials commence
Wednesday 29 <sup>th</sup> Nov. 2017	2.00-4.00pm	2 hours	C8-9 ArcGIS ArcGIS tutorials
Tuesday 16 <sup>th</sup> Jan. 2018	2.00-4.00pm	2 hours	C10-11 ArcGIS tutorials C10-11
Tuesday 23 <sup>rd</sup> Jan. 2018	2.00-5.00pm	3 hours	C12-13 ArcGIS tutorials conclude

## **Introduction to Archaeological Geophysics 2017-18**

Instructor: Joe Fenwick.

This introductory course in Archaeological Geophysics is taught as part of the MA in Landscape Archaeology degree but is also open to other graduate students of Archaeology with the permission of their supervisor and Dr Stefan Bergh (Director of MALA). The course will commence on Tuesday 30<sup>th</sup> January 2018 and run over several weeks to conclude on Tuesday 13<sup>th</sup> March 2018 (Details of times and dates of lectures and field demonstrations are listed below). Lectures will take place in the MA in Landscape Archaeology computer suite (Room ARC203) and field demonstrations will take place on campus (Note: suitable outdoor clothing and footwear is essential).

### **Dates:**

Tuesday 30 <sup>th</sup> Jan. 2018	9.30am-1.00pm	Field demonstration
Tuesday 13 <sup>th</sup> Feb. 2018	9.30am-1.00pm	Field demonstration
Wednesday 14 <sup>th</sup> Feb. 2018	2.00-4.00pm	Lectures D15-16
Thursday 15 <sup>th</sup> Feb. 2018	2.00-4.00pm	Lectures D17-18
Tuesday 20 <sup>th</sup> Feb. 2018	9.30am-1.00pm	Field demonstration
Tuesday 20 <sup>th</sup> Feb. 2018	2.00-4.00pm	Lectures D19-20
Tuesday 27 <sup>st</sup> Feb. 2018	9.30am-1.00pm	Field demonstration
Tuesday 6 <sup>th</sup> March 2018	9.30am-1.00pm	Field demonstration
Tuesday 13 <sup>th</sup> March 2018	9.30am-1.00pm	Field demonstration

### **SPA 451 Introduction to digital surveying - Trimble GPS 2017-18**

Instructor: Joe Fenwick

This course (5 ECTS) will introduce students to Global Navigation Satellite Systems (GNSS) and provide a basic competence in the use of the handheld Trimble GeoExplorer series GPS and its related software applications (TerraSync and GPS Pathfinder Office) towards the production of maps in ArcGIS. It is advised that students taking this course have also have a working knowledge of ArcGIS in order to fully benefit from it. The course will consist of classroom-based tuition, on-campus demonstrations and supervised survey of an archaeological site over a total of three days. This module is offered in the Structured PhD programme of the College of Arts, Social Science and Celtic Studies and is also open to PhD students from other disciplines. (Note: suitable outdoor clothing and footwear is essential).

#### **Dates:**

This course will be delivered over 3 days (in consultation with students) in the week beginning Monday 23<sup>rd</sup> April 2018.

### **AR6103 Introduction to Digital Surveying - Total Station 2017-18**

Instructor: Joe Fenwick

This course (5 ECTS) will provide students with a basic competence and practical training in the use of a Total Station and its related software applications towards the production of topographical maps in ArcGIS. It is advised that students taking this course have also have a working knowledge of ArcGIS in order to fully benefit from it. The course will involve classroom tuition, campus-based demonstration and supervised field-survey of an archaeological site over a total of four days. This module is offered as part of the Structured PhD programme of the College of Arts, Social Science and Celtic Studies and is also open to

PhD students from other disciplines. (Note: suitable outdoor clothing and footwear is essential)

**Dates:**

This course will be delivered over 4 days (in consultation with students) in the week beginning Monday 30<sup>th</sup> April 2018.



## Foundation Course in Adobe Photoshop 2017-18

Instructor: Angela Gallagher

This course introduces you to the basic functionalities of the very powerful and versatile software package of Adobe Photoshop. The aim of the course is to provide you with the ability to produce, modify, enhance and edit images to your own requirements. The main objective is to enable you to gain proficiency in the use of the main tools in Photoshop. The course will take place in the 2nd semester. It will be taught over 5 days and structured into 3-4 hour sessions. Details will be circulated nearer the time of the course.

**Dates:**

Day	Date	Time
Wednesday	March 21st	2-5pm
Thursday	March 22nd	2-5pm
Friday	March 23rd	2-5pm
Monday	March 26th	2-5pm
Tuesday	March 27th	2-5pm

*Note: classes may run over a little.*

## 7. GRADUATE RESEARCH AND PUBLICITY

Archaeology is very proud of the exciting range of topics and the quality of research in which our graduate research students are involved. We feel that descriptions of this work should be in the public domain for several reasons:

- Graduate research work at NUI Galway is advertised to the profession of archaeology in Ireland and internationally, making it easier to see the expertise being developed in Archaeology.
- Graduate research is more accessible to other students and professionals in Archaeology and other disciplines who may wish to contact students at NUI Galway to exchange information or invite them to give conference papers.
- Potential students (undergraduate and graduate research) can see the thriving research culture and exciting practical work available at NUI Galway.

The main medium for publicizing research within Archaeology is the website of the discipline and especially the Archaeology Facebook page.

New research students should email a draft title and 50-word abstract of their thesis topic, accompanied by an image, to [joe.fenwick@nuigalway.ie](mailto:joe.fenwick@nuigalway.ie) in semester one so that it can be uploaded onto the webpage. Please include the type of degree you are studying for and the date of commencement of your research. **Before you email the final text to Joe, show it to your supervisor and make any necessary changes.**

It is intended that the graduate research sections of the Archaeology web site will be updated regularly so please submit any changes required during the year. Students will be responsible for checking the information about their work on the web site at the start of each year and re-writing it according to the development of their research.

Please also consider submitting papers about your research to external publications (ask staff for appropriate journals you might focus on).



## 8. GRADUATE RESEARCH FUNDING OPPORTUNITIES

Please note that terms and conditions of these awards are subject to change, especially in the present economic climate, and that you should always check the respective websites of the funding agencies for current details.

### 8.1 RESEARCH SCHOLARSHIPS

#### **The Irish Research Council (IRC) Scholarships Scheme**

For M.Litt and PhD students already in the system, the scheme for which you are most eligible is Government of Ireland (IRC).

<http://research.ie/funding-category/postgraduate/>

#### **NUI Travelling Studentship Scheme**

The Travelling Studentship Scheme, in existence since 1910, has as its main objectives: to encourage the most able students in the NUI federal system to pursue research; to enable these students to undertake graduate research abroad, in the most reputable universities, towards a doctoral degree. While traditionally it has been the practice that holders of Travelling Studentships registered abroad during their Travelling Studentships, it is also permissible for the holder of a Travelling Studentship to register in an NUI institution and complete a doctorate within NUI, where the research programme will involve a substantial period or periods of research abroad. Candidates applying for Travelling Studentships must have obtained their primary degree in the National University of Ireland.

For announcements about this scheme please see:

<http://www.nui.ie/awards/postgraduates.asp>

#### **Galway Doctoral Scholarship Scheme (College of Arts, Social Sciences, & Celtic Studies)**

The College of Arts, Social Sciences, and Celtic Studies offers postgraduate scholarships to support full-time PhD research within the Structured PhD programmes of the College.

Forms and terms and conditions may be downloaded from:

<http://www.nuigalway.ie/colleges-and-schools/arts-social-sciences-and-celtic-studies/phd-research-degrees/scholarships/>

#### **NUI Galway Hardiman Research Scholarships**

Since 2010, 30 Hardiman Research scholarships for structured PhD programmes have been awarded annually.

Register your interest at: <http://www.nuigalway.ie/hardiman-scholarships/> and NUI Galway will email you when the Hardiman 2017 PhD scholarship scheme is launched (after the IRC closing date) and applications can be submitted.

## **8.2 BURSARIES**

Two different types of bursaries, one for travel, the other for PhD write-up, are offered by the College. Although the remuneration is small, these bursaries are helpful to students who do not have any other form of research funding. You will be notified about these as they arise.

## 9. THESIS SUBMISSION

Detailed information on the responsibilities of graduate research students in respect of formatting, submission and examination of M.Litt and PhD theses at NUI, Galway can be found in **Section 6, the PhD examination process**.

[http://www.nuigalway.ie/media/graduatestudies/files/university\\_guidelines\\_for\\_research\\_degree\\_programmes.pdf](http://www.nuigalway.ie/media/graduatestudies/files/university_guidelines_for_research_degree_programmes.pdf)

It is very important that you familiarize yourself with these requirements. It is not the responsibility of your supervisor to take you through these steps. Your supervisor has other requirements to fulfill on your behalf such as arranging external and internal examiners and, in respect of PhD examination, setting a date for the viva voce and informing the College Office.

## 10. FIELDWORK SAFETY AND ETHICS

Due to Health and Safety regulations all students participating in field-classes, field-excursions or assisting in field based research must fill in the

- ***Student/Participant Health and Safety Statement***

Students who are conducting independent field research must also fill in

- ***Archaeological Fieldwork Risk Assessment Form***

You will find the forms on the Departmental homepage, under the tab 'Health and Safety'. You are also urged to inform yourself of the information regarding Health and Safety policies available on the Departmental homepage.

The following guidelines ("Ten Golden Rules") are recommended whether you are undertaking fieldwork in the company of teaching/research staff or not.

- Do not carry out fieldwork on your own. Always try to get assistance from a relative or fellow student.
- Do not inspect any site which may place you in danger (e.g. mines, souterrains).
- Do not work in dangerous terrain (e.g. cliff tops, mountain areas, lakes, bogs etc.). Consult Archaeology for appropriate guidelines.
- Be aware of your own personal safety at all times. Be fully alert to any hazards from human activity or any threat to your personal security (e.g. farm machinery, electrical power lines, slurry pits).
- Obtain the landowner's permission to access land. Ascertain whether there are any potential hazards such as bulls, electric fencing.
- Inform family members or friends of your fieldwork at all times, giving departure and return times, and ensure that you always leave a contact number at which you can be reached.
- Do not forget the First-Aid kit.
- Be equipped for the weather and the terrain. (Clothing, footwear, food, water, charged mobile phone.)
- You are advised to have an anti-tetanus immunisation before starting fieldwork.
- Alert Archaeology of any medical condition you might have which may prevent fieldwork.

## **FIELDWORK ETHICS**

- Always remember that you are working on the cultural heritage of the present day community of the area, who will have their own perception of and relationship to the monuments and artefacts you are studying. Respect this relationship and try to act accountably to people even if you find you have different views on the archaeology.
- Reflect on any consequences of your fieldwork for different sectors of the local community before you initiate it; the best way to do this is to consult with them first. One way to do this is to arrange to meet with different sectors of the community; you can also obtain the views of some of those with an interest in archaeology and history through the local Archaeological/Historical/Heritage Society.
- Keep communities informed of your progress throughout your project.
- Some students may decide to make their work community-based from the outset and in that case will need to work according to a range of ethical guidelines. If you did not become familiar with these as an undergraduate and wish to undertake this sort of work, please make an appointment to discuss your research with Maggie Ronayne who can direct you to appropriate and internationally accepted professional standards.