

UCLA

INTERDEPARTMENTAL GRADUATE
ARCHAEOLOGY PROGRAM



GRADUATE HANDBOOK

Revised August 2016

PREFACE

This document describes the UCLA Interdepartmental Graduate Program in Archaeology and explains policies that affect all students in the Archaeology Program. It also describes in detail the specific requirements of the graduate curriculum. If any changes in program requirements or clarification of program policies are made during the current academic year, they will be announced in appropriate memoranda. Graduate students and faculty members are asked to read this document thoroughly, and to consult it when questions arise concerning departmental regulations and policies.

GUIDE TO ARCHAEOLOGY INTERDEPARTMENTAL GRADUATE PROGRAM TABLE OF CONTENTS

Note to Graduate Students – This guide is constantly undergoing revisions and updates to stay current with policies and procedures. For definitive answers to your questions, please see the Chair of the Archaeology IDP or Graduate Student Advisor.

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1. THE ARCHAEOLOGY INTERDEPARTMENTAL GRADUATE PROGRAM AT THE UNIVERSITY OF CALIFORNIA, LOS ANGELES

A. INTRODUCTION

The UCLA Archaeology Interdepartmental Graduate Program integrates archaeological faculty throughout the University for the training of graduate students who wish to pursue interdisciplinary research. Since the inception of the Program, over one hundred M.A. and Ph.D. degrees have been awarded in Archaeology. The mission of the Archaeology Program is to train students in the best interdisciplinary practices and techniques of archaeological investigation. At the same time, the Archaeology Program provides students with a strong background in archaeological interpretation and theory that will enable them to undertake independent research, explanation, and preservation of archaeological heritage worldwide.

The departmental and interdepartmental programs currently participating in the Archaeology Interdepartmental Graduate Program include:

Anthropology
Art History
Asian Languages and Cultures
Classics
Conservation Interdepartmental Program
Germanic Languages, Scandinavian Section
History
Materials Science
Near Eastern Languages and Cultures

Students are encouraged to take courses in any department or interdepartmental program that offers courses suitable for their research interests in these and any other departments and programs in the University.

The Archaeology Interdepartmental Graduate Program is closely linked with the Cotsen Institute of Archaeology at UCLA. The Cotsen Institute of Archaeology is a research unit that coordinates scholars from throughout the University. The Cotsen Institute offers lectures, public programs, and seminars in which the Archaeology Program students participate. Students benefit from interaction with faculty, other students, and the many national and international scholars who frequent the Cotsen Institute for talks, symposia, and as visiting scholars. The Cotsen Institute provides additional funding for student support and for innovative workshops and seminars. It also publishes findings and interpretation of archaeologists and scholars from around the world. The research laboratories include the Rock Art Archive and Zooarchaeology plus regional laboratories from many parts of the world with ongoing research. As a result of these many initiatives and institutional links, the Archaeology Interdepartmental Graduate Program is one of the most robust archaeological training institutions in the U.S.

The UCLA Interdepartmental Graduate Program in Archaeology is housed in the Fowler Museum Building and is located in Room A148. Contact information for the Archaeology Interdepartmental Graduate Program is:
Telephone: 310-825-4169
FAX: 310-206-4723
Website: <http://www.archaeology.ucla.edu>

For the 2016-17 academic year, the Archaeology Program Chair is John K. Papadopoulos. The Archaeology Program Coordinator (Student Affairs Officer) is Matthew Swanson.

The Archaeology Program Chair oversees all Program activities and coordinates program activities with the Dean of Social Sciences, the Dean of Humanities and the Director of the Cotsen Institute.

The Graduate Student's Archaeology Association (GSAA) is composed of graduate students in the Archaeology Program. Current GSAA officers are Jacob Damm, Adam DiBattista, Georgi Kyorlenski, and Karime Castillo Cardenas. The GSAA organizes a wide range of student activities, including the annual Graduate Student Conference, and serves to express student opinions on program matters through student participation on the program committees described below.

B. PROGRAM COMMITTEES

Each academic year, the Archaeology Program Chairperson establishes a number of committees that carry out various responsibilities necessary for the functioning of the Program. Students serve on several of these committees along with faculty members. The faculty members are appointed by the Chairperson, while student members are elected by graduate students in the Archaeology Program.

The following is a list of the Program committees and their specific responsibilities:

Committee to Administer the Archaeology Interdepartmental Graduate Program: Serves as an advisory committee to the Chair of the Archaeology IDP and includes all members on the Core Faculty of the Archaeology IDP. A smaller Advisory Committee was appointed in 2013-2014 by the Dean of the Social Sciences to advise the Chair on day-to-day business.

Admissions: Committee members evaluate applications for admission to the graduate program; notify Program Chairperson of decisions and report evaluations to the faculty; instruct the Program Coordinator regarding information and correspondence related to admission decisions.

Fellowship/Awards: Evaluate applications and requests for fellowship, travel awards and student support.

Curriculum: Assists the Chair in compiling the annual curriculum, reviewing any and all matters pertaining to the curriculum.

Committee members are rotated on an annual basis; the various committees for the coming academic year will be announced at the beginning of the Fall Quarter of the new academic year.

C. CURRENT MEMBERS OF THE ARCHAEOLOGY PROGRAM

The Faculty of the UCLA Archaeology Interdepartmental Graduate Program consists of all faculty on campus who are directly involved with archaeology. These are divided into two categories. Core Faculty are individuals who teach courses in the Archaeology Program and serve as dissertation chairs. Affiliated Faculty serve on doctoral and M.A. committees and teach courses in their own departments.

CORE FACULTY

Stephen Acabado – Anthropology
Jeanne E. Arnold – Anthropology
Hans Barnard – Near Eastern Languages and Cultures
P. Jeffrey Brantingham – Anthropology
Aaron A. Burke – Near Eastern Languages and Cultures
Jesse Byock – Germanic Languages
Elizabeth Carter – Near Eastern Languages and Cultures
Kara Cooney – Near Eastern Languages and Cultures
Ioanna Kakoulli – Materials Science and Engineering
Richard G. Lesure – Anthropology
Kathryn J. McDonnell – Classics
Li Min – Anthropology & Asian Languages and Cultures
Sarah Morris – Classics
Stella Nair – Art History
John Papadopoulos – Classics
Ellen Pearlstein – Information Studies
Gregson T. Schachner – Anthropology
David A. Scott – Art History
Monica L. Smith – Anthropology
Charles S. Stanish – Anthropology
Lothar Von Falkenhausen – Art History
Thomas Wake – Anthropology
Willeke Wendrich – Near Eastern Languages and Cultures

AFFILIATED FACULTY

Robert Brown – Art History
Giorgio Buccelatti – Near Eastern Languages & Cultures, History (Emeritus)
Jacco Dieleman – Near Eastern Languages and Cultures
Christopher Donnan – Anthropology (Emeritus)
Robert K. Englund – Near Eastern Languages and Cultures
Kym Faull – Psychiatry and Biobehavioral Sciences
Diane Favro – Architecture
Sharon Gerstel – Art History

Christopher Johanson – Classics
Gail Kennedy – Anthropology (Emerita)
John Pohl – Art History
Merrick Posnansky – History (Emeritus)
Dwight Read – Anthropology (Emeritus)
James Sackett – Anthropology (Emeritus)
William Schniedewind – Near Eastern Languages and Cultures
Dell Upton – Art History

II. ADMISSIONS

The Program offers both the M.A. and Ph.D. degrees but the M.A. is awarded in the course of the Ph.D. program. The Archaeology program does not currently admit students who seek only the M.A. degree. Students who have previous training in disciplines other than Archaeology should be prepared to demonstrate their aptitude and preparation for archaeological study. Successful Archaeology Program applicants have come from a wide background of fields including, but not limited to, Anthropology, Art History, Asian Languages and Cultures, Classics, Near Eastern Languages, and other social science, humanities, and physical/biological science departments.

The deadline to submit a complete application is December 15.

The following nine documents must be submitted before the application can be reviewed:

- 1) **Application for Graduate Admission**: is available online. Note: In response to the question, “Name of Department or School which offers the program” indicate “Archaeology (Interdepartmental) Program.”
- 2) **Statement of Purpose**: The tone and content should be professional rather than autobiographical. Applicants should explain what prompted them to initiate and continue studies in this field, and why they wish to pursue graduate studies at UCLA. They also should indicate how they plan to use their degree in their future career.
- 3) **Plan of Study**: Each applicant is requested to submit a detailed plan of study that should include an outline of projected course work and a general indication of topics that the applicant would want to pursue for an M.A. and for the Ph.D. The plan of study should be uploaded via the online admissions application process as a supplemental document.
- 4) **Letters of Recommendation**: Three letters of recommendation are required from references who can comment on the applicant’s suitability and preparation for a rigorous Ph.D. program. The online admissions application system will allow an applicant to identify three recommenders, who will receive an email link allowing them to upload their letter.

- 5) **Writing Sample:** Applicants should submit as part of their application a sample of scholarly writing, preferably on an archaeological (or archaeologically-relevant) subject. This may include an undergraduate thesis, course paper, or other research paper. The paper will be read by the admissions committee to assess the applicant's ability to work with data and ideas in a creative, scholarly, and scientific manner. The writing sample should be uploaded via the online admissions application process. For samples that are over 2.5 MB, applicants should upload the first page only and email the complete document to the student affairs officer (mswanson@ioa.ucla.edu) with the subject line "Sample of Scholarly Work—(Last Name)."
- 6) **The Graduate Record Examination:** Provision of the GRE report is mandatory. UCLA's Institution Code is **4837** and Department Code is **1702**. There is no minimum GRE score required to apply to our Program.
- 7) **Transcripts:** An unofficial transcript may be uploaded via the online admissions application system; however, the Archaeology Program requires that applicants have official transcripts sent in a sealed envelope from the issuing university to the Archaeology Program at:

UCLA Interdepartmental Archaeology Graduate Program
A148 Fowler
Box 951510
Los Angeles, CA 90095-1510
USA

- 8) **Foreign Language Proficiency Survey:** Foreign languages are an important component of research in the Archaeology Program. As a guide to the applicant's preparation in foreign languages, a supplemental form (the link can be accessed via the preceding link) should be submitted as part of the online application.
- 9) **TOEFL Report:** The [TOEFL exam](#) is required of international applicants who have not received a degree from an institution in which English is a language of instruction and/or whose first language is not English. To register for a TOEFL exam, please refer to the link above (Institution Code: **4837**, Department Code: **11**). Please note that UCLA Graduate Division requires [a minimum TOEFL score of 87](#) to gain admission.

With the exception of official transcripts, all of the application materials should be submitted online. For whatever reasons, any materials that cannot be submitted online should be sent directly to the address above in section 7. **All application materials, including letters of recommendation, should be uploaded or postmarked by December 15th.**

III. DEGREE REQUIREMENTS

Requirements for the M.A. and Ph.D. degrees printed in this handbook are those specific to the Archaeology Interdepartmental Graduate Program. In addition to these requirements, students admitted to the Archaeology Program are responsible for complying with all regulations enumerated in the [UCLA General Catalog](#) and [Standards and Procedures for Graduates Study at UCLA](#). Archaeology Program degree requirements change periodically, but you may assume that the requirements in force when you began your course of study are the set of requirements to be satisfied. Procedural changes occur only with the approval of the Archaeology Program Core Faculty and the Archaeology Program Chairperson.

A. THE M.A. DEGREE

There is a limit of six quarters for the completion of the M.A. degree. The student must complete all the requirements listed below within two academic years (i.e., the end of the spring quarter of the second year). A student who does not meet this deadline should expect to be denied permission to continue in the Program.

1. **Advisor** – During their first year, students should choose a chair for their M.A. research, who is determined by mutual agreement. Students should meet with their M.A. Chairs on a regular basis. The Archaeology Program chair serves as a general graduate advisor and, along with the Student Affairs Officer, monitors degree progress.
2. **M.A. Committee** – In addition to the M.A. advisor, the student should choose two additional core faculty members to form a three-person M.A. committee. The M.A. committee consists of a minimum of three UCLA faculty members who must hold one of the following academic ranks, Professor (i.e., faculty who are members of the Academic Senate, including Professor, Associate Professor, Assistant Professor), Professor Emeritus and Acting Professor. Adjunct Professors, Visiting Professors, and Acting Assistant Professors may serve as regular members, but not as Chairs. The Chair of the committee and at least one other member must be selected from those names listed under the Archaeology Program's entry in the UCLA General Catalog. Additional members from any of the above titles as well as those with the title of Lecturer may be appointed to the committee. At least two academic departments should be represented among the three members of the M.A. committee. The signatures of the members of the M.A. committee will officially signify their willingness to serve. The chairperson of the M.A. committee will serve as special advisor to the student. However, the student should remain in regular contact with all the members of the M.A. committee. The student is responsible for seeing to it that the M.A. is completed on time and the M.A. committee chair is responsible for seeing that the student completes the M.A. within the allotted time. Students

should plan for the submission of drafts and petitions well in advance, given faculty schedules and university breaks.

3. **Core Courses** – Incoming students are required to complete a three-quarter core course sequence that consists of Archaeology M201A (4 units), Archaeology M201B (4 units), and Archaeology M201C (4 units).
4. **Other Course Requirements:**
 - a. The master's program requires a minimum of 42 total units taken for a letter grade and distributed among at least nine courses, taken for a letter grade (the three core courses count toward this 42-unit total). Students should keep in mind that independent studies (500-series courses) and other courses taken for a Satisfactory/ Unsatisfactory (S/U) grade cannot be applied to the 42 unit requirement.
 - b. Six of the nine courses should be taken in the form of 4-6 unit classes. At least two of these must be graduate-level courses. The remaining four of the nine courses may be upper division undergraduate or graduate level courses (taken with the approval of the Instructor of the course).
 - c. Students must also take two M205 (or commensurate course[s] approved by the Program Chair), laboratory based courses such as paleoethnobotany, ceramic analysis, zooarchaeology, GIS, or lithic analysis, among others.
 - d. One course of the nine must be well outside the student's sphere of geographic interest, to be selected from a pool of eligible courses in consultation with the student's faculty advisor and the Archaeology Program Chair. This may be an upper-division course, but it must be taken for a letter grade. Example: If the student's research focus is on Chinese archaeology, appropriate courses might include those with a focus on the archaeology or prehistory of North America, South America, the Mediterranean or Africa.
5. **Core Examinations** – In the first year of the M.A. program, students will take a Core Examination in each of the core courses M201A, M201B, and M201C. The examination is a diagnostic to help the student identify areas for improvement and the grading is independent of the grade for the course. For M201A and M201B, the examination consists of several standard questions that cover the readings for those specific courses. The core examination for M201C consists of the written M.A. proposal (or Ph.D. proposal for students entering with an approved M.A.) that is developed in this spring quarter course. The comprehensive examinations are graded by a committee consisting of the Chair of the Archaeology Program, the professor in charge of the course, and one additional member of the Archaeology Program core faculty. Each section of the exam will be graded as high pass, pass, low pass, or fail. Redress of a failing

examination may include a retake of the examination, a retake of the course, or additional coursework in consultation with the Archaeology Program Chair and the student's faculty advisor.

6. **Fieldwork** – No graduate degree in archaeology will be awarded until the candidate for the degree has worked in the field and has demonstrated her/his competency to direct field research in archaeology. Both theoretical and practical knowledge of methods and techniques used in field archaeology are necessary. This requirement may be met in several ways. Ordinarily the student will take a regular UCLA field course such as Anthropology 115P, Archaeology 259, Ancient Near East 261, Classics C251E, or similar courses offered by other departments. Comparable courses offered by other institutions may also be accepted. A formal report (without grades or academic course credit), submitted by the director of an excavation, describing work performed by the student under her/his supervision may also qualify to meet the fieldwork requirement. In any case, a student should have their fieldwork requirement cleared by the faculty committee to Administer the Archaeology Interdepartmental Graduate Program.

7. **Foreign Language Requirement** – The ability to read at least one modern foreign language, relevant to the student's field of interest, is required for the M.A. There are three options available to satisfy the language requirement:
 - a. A student may complete three courses in an introductory sequence of the selected language at UCLA with a minimum grade of A- in each course. A UCLA Summer-intensive course of the selected language may also be taken instead of the regular year-long sequence, with a minimum letter grade of A-.

 - b. With the consent of her/his committee, a student may take an examination in the relevant modern language of the student's research area (e.g., Arabic, Chinese, Farsi, French, German, Greek, Hebrew, Hindi, Italian, Quechua, Spanish, etc.) administered by the Archaeology Program in the following manner. A roster of faculty qualified for evaluating the examination is on file with the Graduate Division. A student will submit to the Archaeology Program, in consultation with her/his faculty advisor, a bibliography representing at least 250 pages of reading. One of the qualified faculty, excluding the student's advisor, will assign a passage of approximately 750 words chosen from the preselected corpus to be translated accurately into English; the use of a dictionary will be permitted.

There will also be one or more questions to be answered in English, about the substance of the translated passage to ensure comprehension beyond the translation. The examination will

last two hours. The criterion for a pass will be “Can the student use the language as a scholarly tool?” If the student fails the examination, she/he may repeat it after a period of not less than two months. The translation will be read by the examiner as well as the Chair of the Program (or a scholar designated by the Chair who is familiar with that language). In the event of a borderline pass/fail, the Chair of the Program may appoint an additional examiner to assess the translation exam.

- c. Petition – A student who has completed a course of study in a foreign language at another accredited academic institution may petition to satisfy the language requirement. International students whose native language is not English may petition to use English to fulfill their M.A. level language requirement.

The foreign language requirement must be completed by the end of the fourth or the beginning of the fifth quarter in the Program, unless an earlier deadline is imposed by the student’s advisor. A student who does not meet the foreign language requirement by the end of the sixth quarter may be terminated from the Archaeology Program and asked to apply for readmission after the language requirement has been fulfilled. Additional language skills may be required by the student’s committee depending on the field of specialization; if so, details as to methods of preparing for and taking the examination must be included in the student’s Plan of Study.

8. **M.A. Paper** - By the end of the third week of the sixth quarter the student should submit a draft of her/his M.A. paper to their advisor and M.A. committee members for comments and amendments. The final version needs to be submitted and graded by the committee no later than the end of the sixth quarter. By the end of the third week of the seventh quarter the student must submit a non-returnable copy of her/his M.A. paper to the Chairperson of the Archaeology Program. The paper will have already been graded by the members of the student’s M.A. committee. The paper should normally be no longer than 7,000 to 12,000 words (20 to 35 pages), not including bibliography and appendices, and be a well-integrated piece of writing suitable for publication in a scholarly journal. Students should consult with their M.A. chairperson and committee throughout the process of writing to ensure that the paper fulfills the expectations of the committee.
9. **Advancement to Candidacy and Conferral of M.A. Degree** – Students are eligible for advancement to candidacy after all the required coursework, language requirement, and fieldwork are completed. Forms are available in the Archaeology Program office. The student should file for Advancement to Candidacy during the quarter in which all requirements except the M.A. paper have been met (normally the sixth quarter).
10. **Student Progress Review** – Student reviews are conducted at each quarterly faculty meeting; however, the major student review occurs annually at the spring quarter meeting of the Committee to Administer the

Archaeology Interdepartmental Graduate Program. At the end of the spring quarter, the student and her/his faculty advisor receive a written report. After the completion of the M.A., the Committee may recommend any of the following:

- a. Award M.A. and admit to the Ph.D. Program
- b. Award terminal M.A. (without admission to the Ph.D. Program)
- c. Terminate from Program without the M.A. degree

B. THE PH.D. DEGREE

Admission to the doctoral program for students completing a UCLA M.A. in Archaeology is based on the recommendation by all three members of the M.A. committee; submission by the student of a plan of study, including projected coursework, choice of foreign language, description of qualifying examination components, and dissertation topics; quality of work undertaken in the Archaeology Program, (i.e., a High Pass in the M.A. paper, satisfactory evaluation of the core examinations, and judgment of suitability for original research at the Ph.D. level); and quality of the M.A. core examination results and the M.A. paper.

Students may also enter the Archaeology Ph.D. Program with an M.A. from another institution. The Chair of the Archaeology IDP will choose two or three members of the core faculty to serve as a committee that will evaluate whether the prior M.A. satisfies the requirement of the M.A. paper for the Archaeology Program. Students entering with an M.A. from another department or university will be required to take all of the core courses in their first year and pass the core examinations, as well as fulfill the equivalent of the fieldwork requirement for the M.A. If the previous M.A. is not approved by the committee, the student will be required to produce an M.A. paper to the same standard as outlined earlier in the handbook. Students who enter the program with an M.A. from another institution may petition to have one of the courses taken at another institution as fulfilling an equivalent course at UCLA. Students making such a petition need to document the course taken, including the syllabus, the requirements fulfilling that course, and confirmation of their grade.

A student must be in residence at UCLA for a minimum of two years, including the time necessary for writing the dissertation. The Archaeology Program requires that students are enrolled full-time for a minimum of 12 units each quarter. Students should select appropriate courses in consultation with their own committee chairs and committee members.

1. **Advisor** – Each student should choose a chair for their Ph.D. research, determined by mutual agreement.
2. **Ph.D. Committee** – The Ph.D. Committee must be selected before the end of the first year of doctoral work. The signatures of the members of

the Ph.D. committee, indicating their willingness to serve, must be filed with the Archaeology Program.

- a. The doctoral committee consists of a minimum of four faculty members among whom a minimum of three members must hold current UCLA Academic Senate faculty appointments from the following ranks: Professor (any rank), Professor or Associate Professor Emeritus, Professor-in-Residence (any rank), or Acting Professor or Acting Associate Professor. Two of the three doctoral committee members from UCLA must hold the rank of professor or associate professor (regular or in-residence series).
- b. Adjunct Professors who are Core Faculty of the Archaeology IDP can serve on a Ph.D. committee, but they cannot chair or co-chair that committee.
- c. The Chair/Co-Chairs of the doctoral committee must hold current Academic Senate faculty appointments at UCLA in the interdepartmental degree program (see p. 5 for list of members) and is responsible for ensuring that the student's Ph.D. dissertation demonstrates the student's ability to perform original, independent research and constitutes a distinct contribution to knowledge in the principal field of study.
- d. All UCLA members of the doctoral committee must not hail from the same primary home department.
- e. By petition, one of the minimum four members may be a faculty member from another UC campus who holds an appropriate appointment as listed above. In exceptional cases a student can petition to have one of the four members of the committee from an institution outside the UC system. The latter is an exception, not the rule, which requires approval by the Program Chair, the core faculty, and Graduate Division.

The Ph.D. Committee is officially appointed by the Dean of the Graduate Division after being nominated by the Chair of the Archaeology Program. The student should initiate the procedure for the official appointment after course work, field work, and language requirements are fulfilled. Students should be sure to be in regular contact with all members of their committee throughout the dissertation process.

3. **Course Requirements** – For the Ph.D., the student is required to have taken two laboratory courses (this includes the course[s] taken by the student at the M.A. stage). Students are also highly encouraged to take additional courses in archaeological theory to build upon the expertise gained in the core courses. Students entering the program with an M.A. from another institution must take the course requirements listed in the M.A. section above.
4. **Foreign Language Requirement** – Research competence in two modern

foreign languages (including one fulfilled at the M.A. level, either at UCLA or elsewhere), relevant to the student's research interests, is normally required. Competence may be demonstrated in the ways outlined for the M.A. Degree Foreign Language Requirement. When proficiency in two foreign languages is not mandated by a student's interest, a petition outlining the justification for waiving the second language requirement may be prepared. This petition shall include a proposed program of course work or research in a field not directly part of dissertation that is equivalent to the preparation for the foreign language exam. After the petition has been unanimously endorsed by the student's Ph.D. committee members, it can be presented to the Committee to Administer the Archaeology IDP for approval. In some instances, a student's committee may require more than two languages if mandated by the student's specific field of research.

- 5. Written Qualifying Examinations** – The expectation is that by the end of the sixth quarter in the doctoral program (ninth quarter in the program if starting at the M.A. level), after the foreign language requirement is fulfilled, students will take the written qualifying examinations for the Ph.D. The written qualifying examinations must be taken and passed no later than the sixth quarter in the doctoral program. The Ph.D. examinations are designed to demonstrate that the student is prepared to undertake research that will result in an appropriate dissertation.

The written examinations are three hours each and may be scheduled sequentially, usually within several days of each other and within a two week maximum period. For the written examinations, the student should prepare a bibliography of 30-40 appropriate references (journal articles, book chapters, and books) on each of the three subject areas. Generally, these three areas are divided into topical specialization, analytical theory and method, and regional cultural history.

- a. **Topical Specialization**: Detailed knowledge of a particular topic or research question. The dissertation will ordinarily develop out of the topical specialization. Such specialization must be problem-oriented.
- b. **Analytical Theory, Method, and Technique**: All candidates must demonstrate knowledge of the diversity of theoretical orientations, general methods, and techniques employed by archaeologists today. They must also exhibit detailed knowledge of the theory, methods and techniques that are involved in their own study area.
- c. **Regional Cultural History**: Candidates must have a detailed knowledge of one or more areas of the world. These areas must be relevant to the student's topical specialization (item a. above). The areas need not be continental in size but will be selected to be broader than the study of local sequences.

Examples: The southwestern U.S., Andean South America, the Mediterranean, China, Mesoamerica.

The bibliography should be developed in conjunction with the three members of the Ph.D. committee, with each committee member responsible for overseeing the bibliography and writing the question for at least one of the three subject areas. The faculty should plan to circulate the questions amongst themselves in advance to achieve a consensus about the breadth and content of the questions. The dates of the written examinations should be established at least one month in advance with the Archaeology Program office. The Program Coordinator (Student Affairs Officer) will facilitate the scheduling of the rooms and equipment but it is the student's responsibility to coordinate the timing of the examinations and ensure the timely receipt of questions in the Archaeology Program office.

If the written qualifying examinations are passed, students may then make arrangements to take the oral examination.

- 6. Oral Qualifying Examination** – The Ph.D. oral examination must be taken by the end of the sixth quarter of the doctoral program. The Ph.D. oral proposal defense must take place within the same quarter as the written examinations. The date of the oral examination should be established at least one month in advance with the Archaeology Program office. Before the written examinations, the candidate will be required to submit to the doctoral committee a formal dissertation proposal of approximately 7500 words (excluding bibliography and figures) indicating the research problem, geographic area, method of study, and preparation for the dissertation. At the oral examination, the student will meet with all of the members of the committee simultaneously to discuss and be questioned on the validity and feasibility of the proposal. Related questions of a wider range may also be raised. Students may be examined in the fields previously covered by the written examinations if any of the answers were considered inadequate by the members of the committee

Students that do not pass the written examinations cannot proceed to an oral defense until such time as the written examinations are passed. If the written examinations or any portion thereof is failed, students may make one further attempt if their committee deems it appropriate.

- 7. Advancement to Candidacy** – The student's Ph.D. committee will complete the "Report on the Oral Qualifying Examination and Request for Advancement to Candidacy" form indicating whether or not the student has passed the oral examination. They will also decide either to require or to waive a final oral defense (any doctoral committee member may request a final oral defense should they deem it necessary). Once approved, the student is eligible to receive the C.Phil. degree upon advancement to candidacy for the Ph.D.

8. **Dissertation** – It is expected that students entering the Ph.D. program with a commensurate Master’s degree will advance to candidacy within six quarters and will file the dissertation within 15 quarters; it is expected that students entering the program at the Master’s level will advance to doctoral candidacy within nine quarters (inclusive of the six to complete the M.A.) and will file the dissertation within 18 quarters. The maximum time-to-degree (TTD) is four academic years (12 quarters) for the completion of the dissertation after advancement to doctoral candidacy, although the expectation is for the student to complete the dissertation as expeditiously as possible. Once approved, the dissertation must be filed with the Dean of the Graduate Division. At the same time, an additional copy of the dissertation is to be filed with the Archaeology Program Chair. Dissertation formatting and [electronic filing instructions](#), the [academic calendar and filing deadlines](#), and information regarding [filing fees](#) can be found at the Graduate Division website.

IV. REGISTRATION, ENROLLMENT, FEES, AND FINANCIAL ASSISTANCE DEGREE REQUIREMENTS

A. REGISTRATION AND ENROLLMENT

UCLA adheres to an academic quarter system calendar. For each quarter (Fall, Winter, and Spring) of every academic year, all students in Archaeology Program must either:

- be registered and enrolled;
- be enrolled In Absentia;
- be on official Leave of Absence, or
- pay a filing fee if they are filing the M.A. or Ph.D. thesis.

Students register by paying registration fees and other enrollment charges through the UCLA Student Billing System (BAR). Students must be enrolled in at least 12 units by Friday of the second week of each quarter. The choice of courses should be determined in consultation with student’s faculty advisor.

1. **In Absentia Enrollment** – A full-time registered student can apply for *In Absentia* enrollment when s/he has an academic need to conduct research outside of California. The research must be directly related to the student’s degree program and of a nature that makes it necessary to be completed outside of California for at least one full academic term. *In Absentia* enrollment involves only indirect supervision appropriate to evaluating the student’s academic progress and performance.

Students must be enrolled full-time and in good academic standing (GPA of 3.0) to be eligible for the reduced *In absentia* fee. Academic doctoral

students must advance to candidacy by the time the *In absentia* registration begins.

For the duration of [In Absentia enrollment](#), together with full information on deadlines, procedures, and further details, please consult the UCLA Graduate Division link above.

2. **Leave of Absence** – A student may apply for a leave of absence for up to three quarters. There is a maximum of three quarters of leave permitted to UCLA students. It must be understood that leaves are not automatically granted and that leaves will be granted only to students in good standing (GPA 3.0). Students should discuss reasons for requesting the leave with their advisor and with the Program Chair prior to filing the paperwork for a leave of absence. Students are only eligible for Leave of Absence for one of the following reasons: family obligations, parenting, medical emergency, military service, or outside employment. Exceptions will be considered for additional quarters or for reasons outside those listed.

Students on a [Leave of Absence](#) are not eligible for any financial support from the University. For further details on requesting a Leave of Absence, together with full information on deadlines, procedures, and eligibility, please consult the UCLA Graduate Division website above.

B. FEES AND FINANCIAL ASSISTANCE

1. **Fees** – The UCLA Registrar’s website keeps a list of the [current academic year’s fees](#). California residents do not pay non-resident tuition. American citizens from outside California should act to gain [California residency](#) as soon as possible and are expected to consult with the Program Coordinator (Student Affairs Officer) to fulfill the appropriate procedures. US citizens who do not gain California residency at the conclusion of one academic year in the Program will be responsible for paying their non-resident tuition. Foreign nationals are not eligible for California residency and should expect to pay non-resident tuition for the duration of their studies at UCLA if this is not covered by the Archaeology IDP or outside funding.
2. **Financial Assistance** – Support based on merit is available each year to both continuing and incoming students. For incoming students, the application for graduate admissions constitutes an application for financial support. Continuing students can apply for financial assistance for the following year during the Winter quarter. Students are notified of type and amount of award after the Awards committee reviews all the applications. Types of support offered to students include:
 - **Fellowships** – Fellowships can include the payment of fees, non-resident tuition and/or stipend. Students may receive some or all

of these three components of graduate assistance in the form of direct grants from the Program's allocation and endowments.

- **Teaching Assistantships** – The Program does not teach many of its own undergraduate courses, but partners with other departments on campus (principally Anthropology, Art History, Classics, and NELC) to teach courses. Foreign students should note that prior to being eligible to serve as teaching assistants they must pass the [UCLA Test of Oral Proficiency](#). Students should arrange to take this test as soon as they are able after arriving at UCLA so that their eligibility for TAships can be established.
- **Graduate Student Researcher** – Graduate students in good standing can apply for year-long and summer Graduate Student Research Fellowships. Graduate students can also be hired by their faculty advisors or other faculty to work on projects funded by faculty research grants. These projects may provide stipend, tuition, or hourly wages. Students are responsible for understanding the terms and conditions of work on faculty projects and should report the support that they receive from these arrangements to the Program office.
- **Conference Travel & Research Grants** – The Program awards on a competitive basis some Conference/Travel & Research grants each year to students who present papers or posters at appropriate conferences.
- **Program Travel Awards** – Both the Archaeology Graduate Program and the Cotsen Institute of Archaeology offer annual competitions for research funding through the Steinmetz Family Foundation, the Friends of Archaeology, and other funds.

All the above awards are available to both U.S. residents and foreign students who demonstrated superior academic achievement throughout the previous academic year.

In addition to program funds, students can visit the Graduate Division website for other sources of support. The Special Fellowships Office also announces extramural funding opportunities through their [listserv](#).

Students are encouraged to apply for any extramural fellowship for which they might qualify (such as National Science Foundation, Javits, and Fulbright Fellowships).

In addition to the Archaeology Program rules and regulations, students are responsible for complying with all regulations set down in the [UCLA General Catalog](#) and [Standards and Procedures for Graduate Study at UCLA](#).

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