Archaeological Fieldwork

AHIS 347 and AHPG 811

2014

Unit Convenor: A/P Kenneth Sheedy (ken.sheedy@mq.edu.au)

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HOW TO APPLY TO ENROL IN AHIS347 OR AHPG811

A. FIRST STEPS

1. Determine which archaeological project you wish to join by consulting the list of approved AHIS 347-AHPG 811 excavations provided by the Department of Ancient History. The list can be obtained directly from the department’s website. It is not possible to select an archaeological project outside the department’s nominated list.

2. Decide when you want to go on excavation (are you enrolling for Semester 1 or 2?). Consider the following:

   a) the dates of the excavation must not conflict with your commitments to units at MQ (including exams).

   b) your fieldwork participation cannot be shorter than two weeks.

   c) you may not leave the excavation before the end of your period of participation without the permission of your team leader from MQ, or without the approval of the unit convenor.

3. Once you have decided on an excavation, contact the director (or relevant officer) to secure your place.

   A number of excavations have a director or staff participant at MQ. If this is the case, first make an appointment with the MQ representative to discuss your plans.

   Note: You should not pay a deposit (or the full fees) for your place until you have submitted your Project Proposal and Health and Safety forms. The University cannot allow a student to go to an excavation unless these forms are completed satisfactorily. If there is a problem please contact the unit convenor.

4. Fill out a Project Proposal form (this can be downloaded from the department website). The form is self-explanatory, however if you need assistance, contact the unit coordinator.

5. Fill out Health, Safety and Fieldwork forms (see next section).
B. HEALTH, SAFETY AND FIELDWORK FORMS

1. **Risk Assessments**: Please read the information contained on the following pages:

   
   

2. **Fieldwork Forms**. After you have reviewed the risk assessment information, proceed to the ‘Fieldwork Forms’ section. Follow the link below, and then click on ‘Fieldwork Forms’.


   You will see three forms:

   - Fieldwork - Notification & Risk Assessment Form – Terrestrial Fieldwork
   - Fieldwork - Participant Form
   - Fieldwork - Onsite Hazard Checklist

   a) Each individual participant must complete the *Fieldwork Participant* form. This form may be saved to your computer and filled in electronically. After this, you will need to print it out and sign it.

   b) If there is a MQ team leader for your excavation this person will complete the form *Notification & Risk Assessment Form – Terrestrial Fieldwork*.

   c) If your excavation does not have a MQ representative, contact the unit convenor to ensure the above forms have been completed by the director of the site you wish to excavate. Contact A/P K. A. Sheedy for further information.

3. The completed , *Fieldwork Participant* form and the **Project Proposal** must be sent to your MQ team leader (if it is an MQ project) and to the unit Convenor  (A/P K. A. Sheedy).  ken.Sheedy@mq.edu.au

4) The final form, **Fieldwork - Onsite Hazard Checklist**, is designed as an audit form to be filled in by the designed ‘on-site coordinator’. See below.

C. APPLYING FOR THE DEAN’S WAIVER

1. Once you have:
   i) received acceptance into your chosen project,
   ii) filled in the Project Proposal and  Fieldwork Participation forms
You may apply for the Dean’s Waiver. This will enable you to enroll in AHIS 347 or AHPG 811.

a) Go to: ask.mq.edu.au
   b) Click on 'submit an enquiry' where you'll be asked to log in with your student details
   c) Once logged in, choose ‘Submit Special Approval (Waiver)’ option in the pop-up menu next to "Forms and Requests".

D. HEALTH & SAFETY AT THE EXCAVATION: the On-site Coordinator.

1) The final form, *Fieldwork - Onsite Hazard Checklist*, is designed as an audit form to be filled in by the designed ‘on-site coordinator’.

2) **The On-site Coordinator** is responsible for making sure that the risk assessment is correct, and that the sites’ various safety measures are in place.

   a) If you are attending an excavation with an MQ team leader your team leader will be the On-site Coordinator.
   b) If there is no MQ team leader, then a participant will be appointed as the On-site Coordinator. Please contact your unit convenor before leaving Australia to determine who will accept this role. This may be a student. If so, he or she must receive instruction in their responsibilities from the Health & Safety Coordinator (John ten Have (Ext: 9774)) prior to leaving Australia.

E. INSURANCE

1) MQ provides insurance for all MQ student and staff participants.

   i) MQ has engaged the company Customer Care, to provide a comprehensive range of travel services.

   ii) *All students enrolled in AHIS 347 or AHPG 811 must be registered with Customer Care.* In the event of an adverse event they are able to contact you and provide assistance where needed.

   To register with ‘Customer Care’, go to:


   the MQ register pass is: 9311chubb

2) What university insurance does not cover.

University Insurance does not provide insurance for loss of personal items (eg. luggage lost or damaged in transit); for this you must take out travel insurance.
Please note re non-direct travel to and from an excavation, and non-excavation prescribed travel: If you decide to undertake personal travel before or after an excavation while on the way to or from the excavation, you are not covered by the university policy. You are also not covered if you decide to take private trips away from the excavation (even if you are still based at the excavation). This includes privately organized weekend trips to related archaeological sites. For this you will need private travel insurance.

F. REGISTERING WITH THE DEPT. OF FOREIGN AFFAIRS AND TRADE’S ‘SMART TRAVELLER’ PROGRAM

1) In addition we ask that all Australian students register with the Dept. of Foreign Affairs and Trade's Smart Traveller program prior to travel. Citizens of other countries should contact their relevant Department of Foreign Affairs and enquire about relevant programs. The information provided by you will help Government Agencies to find you in an emergency - whether it is a natural disaster, civil disturbance or a family emergency.

To register on the ‘Smart Traveller’ site, go to:


G. SCHOLARSHIPS AND GRANTS

1) The Department of Ancient History offers a number of scholarships which are relevant to archaeological fieldwork. Look through the list at:


2) Mobility Scholarships: Macquarie undergraduate and postgraduate coursework students are all eligible to apply for travel grants. These can contribute in part to the cost of your international study.

Travel grants may be available for the following purposes:

   Exchange
   Language Study
   Study Tours (including short-term programs)
   Research & field work (for undergraduate/postgraduate coursework credit)

Macquarie University's travel grant, known as the International Mobility Scholarship Scheme, is amongst the most generous in the country. For information visit:

http://students.mq.edu.au/opportunities/student_exchange/mobility_scholarships/

3) Funding is also available from MAHA. Apply through the contact details on the site:
4) The university also offers partial financial support through Macquarie International (Student Exchange). With over 200 partner universities in more than 50 countries, there are plenty of choices for short term or full semester exchange:

http://students.mq.edu.au/opportunities/student_exchange/