

**General guidelines to archaeological training excavations  
for students of the Institute of Prehistory,  
Adam Mickiewicz University, Poznań  
(information for tutors and students).**

1. The main aim of archaeological training excavations to be completed at the end of the first and second year BA and the first year MA - respectively six, six, and four weeks of fieldwork, is to prepare students for an unassisted organisation of fieldwork and archaeological investigation after graduation.

2. According to the current, two-staged programme of archaeological studies (BA followed by MA), the students are obliged to participate in fieldwork for no less than four months (160 hours per month). The training programme is designed to meet this aim and thus students are gradually, with regard to their individual predispositions and knowledge, introduced to the following tasks:

- a) exploration,
- b) measurement techniques,
- c) documentation (drawing),
- d) artefact inventory,
- e) descriptive documentation,
- f) work organisation.

3. Host institution is obliged to:

- a) ensure appropriate conditions for training excavations,
- b) formulate a detailed training programme according to the general objectives and schedule, as well as the specific character of an excavated site. Responsible person is an excavation leader (and/ or a tutor), who thus becomes an active participant of the teaching process.

4. Student is obliged to accomplish tasks formulated in a training programme and consequently follow tutor's instructions.

5. The University, depending on received funds, should pay students a monthly allowance or its relevant part (except for those students who attend training excavation at their home places, abroad or are employed for the project).

6. To obtain a final marks, students have to provide the following documents to the supervisor of student fieldwork:

- a) an excavation report (following the attached scheme), approved and confirmed by a tutor with a signature/ stamp,
- b) opinion about a student with a final grade (on the attached evaluation form).

Excavation report and student evaluation form should be returned by 18<sup>th</sup> September at the latest.

7. Any changes of a fieldwork destination and duration **have to be agreed beforehand** with the supervisor of student fieldwork. **Arbitrary changes by students will not be tolerated.**

8. For practical reasons, it is suggested that an excavation report should be delivered to tutors for checking and marking before students' departure from excavations.