

**Curriculum proposal for a Master in
Environmental Archaeology
according to the Credit Hour System
prepared in collaboration
between
Faculty of Archaeology – Cairo University
&
Faculty of Science – Cologne University
(Germany)**

2013

The studies to obtain a Master in Environmental Archaeology include obligatory & optional courses which are up-to-date with the most advanced standards in the field of specialization. During his studies the student chooses a topic for a thesis which has to be approved by the council of the Department of Egyptology and for the thesis a certain number of Credit hours is set. The time to obtain this Master is no less than two years from enrollment for the Master program.

Article 1:

The Cairo University (Faculty of Archaeology) and the German University of Cologne award the certificates for successfully passed courses of the Master program for one graduation period (the time that the funding of the German Academic Exchange Service DAAD ends). The Master degree in Environmental Archaeology is awarded by the Department of Egyptology - Faculty of Archaeology - Cairo University.

Article 2: Beginning of Semesters

- 1- The academic year is divided into three semesters:
 - a- Fall Semester
a period of 15 weeks starting in September.
 - b- Spring Semester
a period of 15 weeks starting in February.
 - c- Summer Semester (optional)
a period of 8 weeks starting in the first week of July
- 2- The student has to register for the courses two weeks before the beginning of the academic year. Registration ends with the end of the first week of courses. No registration is allowed afterwards & the student is considered absent & necessary measures are taken towards him.

Article 3: Academic System:

- This master is based on the Credit hour System (units).
- The academic year is divided into two main semesters, each 15 weeks long including one week for oral & practical examinations followed by the final written exams for each semester.
- The faculty council might optionally offer some courses in a Summer Semester which has a period of 8 weeks according to the needs of the students & the members of staff.

Article 4: Credit Hours:

The Credit hour (unit) is a unit that gives weighting to the value, level or time requirements of an academic course, it equals a lecture of one hour per week or two hours of lab work or practical training or four hours of field work per week throughout the semester.

Article 5: General Requirements for acceptance:

- 1- Requirements for acceptance:
 - a- The applicant for the Master in Environmental Archaeology must have obtained a Bachelor degree or a high Diploma in Egyptology from an Egyptian University or a foreign University which is accepted by the Egyptian High council of Universities and his general marks should be at least good (C).
 - b- The applicant must pass the preliminary Master year at a department of Archaeology or hold a high Diploma in Prehistory or Near Eastern Studies which are equivalent to the preliminary Master year obtained from the Department of Egyptology of the Faculty of Archaeology Cairo University.
 - c- The applicant must pass a personal interview and an English language test (as the Master studies in Environmental Archaeology are taught in English the applicant must pass a written & oral test of English Language and reach at least 75% of the maximum marks) with a committee that is annually appointed by the council of the Department of Egyptology and approved by the council of the Faculty.
- 2- The council of the Faculty decides the number of students admitted for the Master in Environmental Archaeology according to the proposition by the council of the Department of Egyptology.

Article 6: General Requirements of registration:

- 1- The student may not register for a course that requires another course as (Prerequisite) until he has passed this course.
- 2- The student may, after getting the approval of the Faculties council upon the recommendation of the Department of Egyptology, transfer some courses that he has passed before at an equivalent university or faculty or institute which are requested for the master and which he passed with at least grade (C) or good. The number of these Credit Hours may not exceed 30% of the total Credit Hours required for the Master. But they may not have been studied at a lower level of studies than the level for which the student is enrolled and that no other scientific grade was obtained by these courses. These approved Credit Hours are then calculated among the grade-point average (GPA) of the student.

Article 7: Regulations for courses:

- 1- The course comprises a number of weekly Credit Hours.

- 2- Each course has a final exam weighing 70% of the total marks for the course.
- 3- The student may cancel or add any course before the end of the second week (Fall or Spring semesters) or the first week (Summer semester) of studies, without the canceled course appearing on his certificate and without extra fees, after the approval of the members of staff teaching the canceled and added courses and the approval of the academic advisor or scientific supervisor.
- 4- The student may withdraw from a course after registration before the end of the sixth week of studies (Fall or Spring semesters) or the third week (Summer semester). He must fill in the required form and get the approval of the teaching member of staff. The Credit Hours of this course are than not calculated and (W) appears on the certificate.
- 5- A course that a student had passed more than five years prior to receiving his Master will not be accredited.
- 6- No transferred course may be accredited that the student had passed at the university or any other university more than five years prior to receiving his Master.
- 7- The student has to attend 75% of each course during the term to attend the final exam, else he is considered failed and (F) appears on his certificate.
- 8- The student who for strong reasons, that the Faculty council accepts, is unable to attend the final exam of a course or to deliver some of its requirements but has completed 75% of the requirements of the course gets the grade (I) (Incomplete) and has to complete the requirements within the first two weeks of the next semester else he fails and gets the grade (F).
- 9- The grades (F), (W), (I) account for hours that are not calculated among the grade-point average (GPA) of the student.
- 10- A course that has been taken a second time is considered an extra course when calculating the grade-point average (GPA) of the student but the higher grade appears on his certificate.
- 11- A course in which the student got a grade less than (C) and which he didn't try to attend a second time to get a better grade is not calculated among the hours needed for the Master but is calculated among the grade-point average (GPA).
- 12- If the course in which the student got a grade less than (C) is an obligatory course then he has to repeat it, but if it is an optional course he may repeat it or register for another optional course instead.
- 13- Credit Points of the semester are the sum of points a student gets during one semester, whereas the grade-point average (GPA) is the average of all points that the student earns in all courses of the program (passed or failed) rounded up to two decimal digits.
- 14- The grade-point average (GPA) is calculated in the following way:
 - a- multiplying the Credit Points for each course (as in the following table) by the Credit Hours of the course to determine the sum of points for each course,
 - b- then all the sums of points of all course are added together,

- c- at last the sum of points for the Credit Hours of all courses is divided by the sum of registered Credit Hours to calculate the grade-point average as follows:

The sum of points for the Credit Hours of all courses

The sum of registered Credit Hours of all courses

- 15- The student may register again for a course that he has passed or failed to get a better grade in this course.
- 16- The student may register for external courses for the master program outside the department, the faculty or the university after getting the approval of the Faculties council upon the proposal of the departments' council. The points for these courses are calculated among the grade-point average (GPA).
- 17- The student receives a warning when he gets a grade less than (C) in a course and is dismissed from the program if he gets a grade less than (C) in three courses and in this case he is not allowed to enroll for the same program again or for a higher program in the same field of specialization.
- 18- The student can register again for a course as a listener and in this case is not obliged to pass the final exam or to fulfill the requirements of the course. If he attends 75% of the course or more he gets the grade (L) (Listener).
- 19- The registered Credit Hours for the thesis are given in the certificate the grade satisfactory (S) or unsatisfactory (U) or incomplete (I) if the requirements according to the program are not fulfilled. These grades are not calculated among the grade-point average (GPA) of the student.

Article 8: Grading system:

- The courses completed by the student are graded according to the following table. Each Credit Hour = 100 points (70% written exam + 15% oral exam + 15% activities during the semester) equaling four Credit Points in the grading system.
- The minimum percentage that has to be achieved in each course is 70%. Final percentages and their equivalent grades are shown in the following table:

% Percentage	Grade		GPA
90 – 100	A	Excellent	0,4 – 0,5
87 – 89,99	A-		3,70 – 3,99
83 – 86,99	B+	Good	3,30 – 3,69
80 – 82,99	B		3,00 – 3,29
77 – 79,99	B-		2,70 – 2,99
73 – 76,99	C+		2,30 – 2,69
70 – 72,99	C	Average	2,00 – 2,29
67 – 69,99	C-		1,70 – 1,99
Less than 67%	F	Failed	0,00
W	W	Withdrawn	*
I	I	Incomplete	*

(*) Courses with these grads are not calculated among the GPA.

Article 9: Fees:

Fees are according to the fees set by the Cairo University for the Credit Hour system or the Faculty may raise special fees for this program according to the recommendation the Department of Egyptology & the approval of the Faculty council.

Article 10: The Academic Advisor:

The Department of Egyptology nominates Academic Advisors according to the number of students and the number of teaching staff from the same field of specialization that the students want to register in. They council & advise during the period of studies and help choosing the right courses for the students' interests. The advice of the Academic Advisor is not obligatory for the student until the end of his studies then a Scientific Supervisor takes over the supervision of the Master thesis. The Academic Advisor may become one of the supervisors of the Master thesis.

Article 11: Supervision of the thesis:

- 1- The council of the Egyptology department appoints for the student the supervisor(s) for his thesis.
- 2- If an external supervisor who is not a member of staff at an Egyptian University should be included in the supervising committee then he must be a PhD. holder and the reasons for including him must be stated and his C.V. presented and his role in the supervision specified to be approved by the council of the Department of Egyptology and the council of the faculty.

Article 12: Regulations for awarding the Master Degree

To be awarded a Master Degree in Environmental Archaeology the following must be achieved:

- 1- The student must pass all courses with a general grade of at least (C).
- 2- To obtain the Master the student must have attended the required Credit Hours.
- 3- The student may start with his thesis at the beginning of the third semester by presenting a working plan to the council of the Department of Egyptology for approval & to appoint the supervisor(s). After finishing the thesis it is defended publicly in a scientific seminar in front of an examination committee of three members appointed by the council of the Department of Egyptology.
- 4- The supervisor(s) of the student present a report to the council of the Department of Egyptology stating that the thesis is acceptable to be defended in front of an examination committee. After approval the report goes to the council of the Faculty for approval.

- 5- The examination committee consists of three members including the supervisor who has to be a professor or at least an associated professor (if there are several supervisors they may all be included but with only one voice). The other two members have also to be professors or associated professors, one of them external. The thesis is then defended publicly in front of the members of the examination committee who are in Egypt; if one is abroad his report about the thesis is sufficient. When appointing the examination committee it should be taken care that there is no family relations (to the fourth degree) between the members and the student.
- 6- Every member of the examination committee writes a detailed report about the thesis and the whole committee writes a report including the final grade for the student after examining him, which is submitted to the council of the Department of Egyptology and then to the council of the faculty which forwards it to the University council for final approval. The date of approval by the University council is the date of the award of the Master degree.
- 7- The examination committee may halt the award of the Master degree if it sees that some corrections have to be made in the thesis within a period of no longer than three months.
- 8- If the student doesn't obtain his Master degree within five years from the date of his enrollment for the post graduate studies, he continues his studies by attending additional courses instead of the courses which their grads were announced more than five years ago, until he finishes the thesis and the examination committee is appointed.
- 9- According to University requirements the student must pass a language test of his first foreign language, for English he must pass the test with no less than 450 points certified from an institution that the Cairo University recognizes (or the equivalent for French or German which is determined by the Languages Center of the Cairo University).
- 10- The Master degree is awarded to the students who defend their thesis successfully after completing all the Credit Hours required for the degree with a GPA of at least (C) else the student must register for additional courses or repeat some courses to improve his GPA.

Article 13: The Courses:

- 1- The following tables show the courses of the Master program.
- 2- To obtain the Master degree the student must complete at least 64 Credit Hours which must be approved by the council of the faculty according to the recommendation of the academic advisor and the council of the Department of Egyptology.
- 3- The duration of the written exam is equivalent to the number of Credit Hours for each course. The maximum for each course is 100 points (70% written exam + 15% oral exam + 15% activities during the semester).

- 4- The courses are graded according to the grading system shown in the table above.
- 5- The student must register 16 Credit hours for the thesis, which are given the grade: satisfactory (S) or unsatisfactory (U) or incomplete (I) according to the report that shows the most important results reached by the student at the end of each semester.
- 6- **Tables of Courses:** the following tables show the courses for the Master program and the number of weekly Credit Hours for each course. The courses are distributed on four semesters as follows:

First: Obligatory Courses:

Courses of the first semester (14 obligatory hours + 2 optional hours)

Course code	Course name	Number of Credit Hours	lectures	Lab work / Field work
EA 1	Geoscience	2	2	-
EA 2	Geoscience Lab & Field practic	2	1	4
EA 3	Paleofauna	3	2	2
EA 4	Ecology	2	2	-
EA 5	World Prehistory	3	3	-
EA 6	Introduction to Geography	2	2	-
	Optional course	2		

Courses of the second semester (14 obligatory hours + 2 optional hours)

Course code	Course name	Number of Credit Hours	lectures	Lab work / Field work
EA 7	Lithics	3	2	2
EA 8	Geoarchaeology	3	2	2
EA 9	Scope of Archaeology	2	2	-
EA 10	Quantitative Methods & Serialization	2	2	-
EA 11	Paleolithic & Mesolithic Nile valley	2	2	-
EA 12	Physical Anthropology	2	1	2
	Optional course	2		

Courses of the third semester (14 obligatory hours + 2 optional hours)

Course code	Course name	Number of Credit Hours	lectures	Lab work / Field work
EA 13	Prehistory in Middle & South Africa	2	2	-
EA 14	Prehistory in south-western Asia	2	2	-
EA 15	Neolithic & Predynastic Egypt	2	2	-
EA 16	Heritage Management	3	3	-
EA 17	Archaeological Ceramics	3	2	2
EA 18	Field Archaeology (1)	2	1	4
	Optional course	2		

Courses of the fourth semester (14 obligatory hours + 2 optional hours)

Course code	Course name	Number of Credit Hours	lectures	Lab work / Field work
EA 19	Sahara during the End of Pleistocene & Holocene	2	2	-
EA 20	Paleoenvironment	2	2	-
EA 21	Ethnoarchaeology	2	2	-
EA 22	Paleobotany	3	2	2
EA 23	Media & Archaeology	3	2	2
EA 24	Field Archaeology (2)	2	1	4
	Optional course	2		

Second: Optional courses:

Course code	Course name	Number of Credit Hours	lectures	Lab work / Field work
EA 25	Terminology of Prehistory	2	2	-
EA 26	Prehistory of Europe	2	2	-
EA 27	Prehistory of the Far East	2	2	-
EA 28	Sustainable site development of prehistoric sites	2	2	4
EA 29	Prehistory of the New World	2	2	-
EA 30	Prehistory of Australia	2	2	-
EA 31	Symbolism of Art in Prehistory	2	2	-
EA 32	Computer Applications for recording & studying artifacts of Prehistory	2	1	2

Article 14: Regulations for awarding the degree & its grads

- 1- The student must pass the obligatory & optional requirements of the Master program with a GPA no less than 2 points (= average C).
- 2- The supervisor(s) write an annual report about the progress the student is making in his thesis with the approval for the student to continue or the recommendation of canceling his enrollment if he is not attending & participating regularly.
- 3- The student should prepare an innovative thesis which he has to defend publicly in front of an examination committee showing his academic abilities.
- 4- The maximum limit to complete the required courses for the Master program & to defend the thesis is five years from the date of the enrolment in the Master program.
- 5- The University Council awards the Master Degree upon the recommendation of the council of the Faculty according to the recommendation of the council of the department of Egyptology.

- 6- The counsel of the Faculty can upon the approval of the department of Egyptology according to the recommendation of the supervisor(s) grant the student one additional year to finish & defend his thesis.
- 7- The student is awarded the Master with one of the following grads:
Average – Good – Excellent.
- 8- The student is awarded a Master degree in Environmental Archaeology from the Department of Egyptology Faculty of Archaeology and has the right to do a PhD in Prehistory from the Department of Egyptology or a PhD in Environmental Archaeology.
- 9- The final grade of the Master Degree is weighted in the following way:
60% results of the exams of the courses of the program
40% for the thesis

Article 15: teaching staff:

The courses of the Master are taught by members of staff from the Faculty of Archaeology – Cairo University & the Faculty of Science – Cologne University (for one graduation period the time that the funding of the German Academic Exchange Service DAAD ends), and members of staff from the Faculties of Science, Arts (Department of Geography), the Institute of African Studies and the Faculty of Engineering - Cairo University.

Article 16: Registering for the courses & withdrawing from them:

- 1- The student chooses the courses and fills out the registration forms two weeks prior to the beginning of the semester.
- 2- The student who wants to withdraw from a course has to fill out the form prepared for that reason within the time frame for withdrawal.
- 3- The student who wants to add or to cancel registration for a course has to fill out the appropriate forms within the given time frame.

Article 17: Choosing the courses (the Credit Hours for each semester)

- 1- 12 Credit hours is the minimum that has to be registered in one semester.
- 2- 16 Credit hours is the maximum that can be registered in one semester.
- 3- The student may register a maximum of 30% of the Credit hours required for the Master program externally outside the Department, the Faculty or the Cairo University but with the approval of the academic advisor who monitors the student during his studies outside the Department. These Credit Hours are added to the Credit Hours he earns in the Department he is enrolled in.

Article 18: Continuing registration:

The student continues to register the units for his thesis starting from the third semester until he finishes his thesis & presents it to the examination committee unless he takes action to stop his enrollment for the Master program.

Article 19: Withdrawing from a course:

- If the student wants to withdraw from a course he has to fill out the appropriate form in the proper time frame & in this case he does not get the grade (F = failed) but gets the grade (W = withdrawn).
- If the student withdraws from one or more courses after the official time limit for withdrawal has ended without a strong excuse, that the council of the Faculty excepts, he gets the grade (F = failed) .

Article 20: Reenrollment for the Master program

The student may reenroll for the Master program after ending his enrollment upon his own request for personal reasons, but one year must have passed since the ending of the enrollment was approved.

Article 21: Warnings:

The student receives a warning if he gets a grade less than (C) in two courses in one semester.

Article 22: Canceling enrollment:

The enrollment of a student for the Master program is cancelled in the following cases:

- 1- If the student doesn't earn the grade (C) in his annual GPA.
- 2- If the student doesn't obtain the Master degree within five years.
- 3- If the examination committee refuses the thesis two consecutive times.
- 4- If the student earns the grade (F) more than once .
- 5- If the student misses courses & doesn't attend exams without an excuse.
- 6- If the student doesn't not pay the fees after being noticed twice. Demonstrators of the Faculty are excluded from fees.
- 7- If the student is found guilty of unethical conduct.
- 8- If the student earns a grade less than (C) three times during the Master program.

Article 23: General Regulations:

Whatever is not stated in this curriculum is dealt with according to the regulations of the Law of Universities and the decisions of the high council of Universities.