

**Information for small faculty Field School projects
(Field School 2 World Archaeology & Field School 2 Heritage and Society)
2022-2023**

Startingpoints

- A FoA grant can be applied for (see attached Application Form), to cover costs directly related to the expenses involved to implement a well-developed teaching aspect in a research project (which must be financed by other means, *e.g.* external grants) and to accommodate BA2 students¹;
- A FoA grant may not be used to reimburse travel costs for Fieldschool 2 students (other options are available for this, *e.g.* at LUF). Grant money may be used for travel costs of Fieldschool 2 staff;
- Faculty Field School 2 grant applications will be evaluated by a committee (with at least one representative from each department), that will advise the Faculty Board on the allocation of budgets.² The Faculty Board decides.
- Project leaders will be asked to account for FoA budgets used after completion of each campaign.

Faculty Field School 2 projects

- are teaching projects (courses), that offer the possibility for students to be trained in the practical skills they will need during their future careers;
- can be research projects (with 1st, 2nd or 3rd line funding), as long as the project has a clearly developed teaching part which allows students to be trained in particular, predetermined, skills and competences, which relate to the (to be developed) student portfolios in the (to be developed) practical skills learning line;
- follow the course objectives as outlined in the [Field School 2 World Archaeology](#) and [Field School 2 Heritage and Society](#) course descriptions;
- follow the Code of Conduct (will be sent separately);
- involve at least a 5 EC course³;
- can accommodate Leiden students who participate to get their FS2-credits. Projects with any number between 1 and 10 Leiden students who are in need of Field School 2 credits can apply;
- are headed by FoA staff with a Basic Teaching Qualification (*BKO*). This also includes FoA PhD students, if their *BKO* qualified supervisors agree to co-supervise the project;
- clearly outline which professional skills are relevant in the project, how teaching will be implemented in the fieldwork and who will be responsible for teaching;
- can take place abroad or in the Netherlands;
- can guarantee social safety (social, health and hazards; also see Code of Conduct);
- contribute to the required geographical, chronological and methodological wide range in Field School options for FoA students.

¹ In this document, the term 'students' is used to indicate students at the Leiden Faculty of Archaeology.

² Following criteria outlined in the course objectives and the Code of Conduct, evaluation elements include education aspects, scientific content, value for money, inclusivity, risks and hazards, well-being, code of conduct and outreach.

³ 15 field days of minimally 8 working hours.

2022-2023 procedure and timeframe Grant Applications for FS2 WA and FS2 H&S projects

December 2022 - January 2023:

Project proposals for relatively small field schools (less than 10 Field School 2 FoA students) can be sent in (use application form; deadline 8 January 2023) to be evaluated by committee.

January 2023:

Committee advises FoA Board (deadline 20 January 2023).

January 2023:

FoA Board allocates funding and informs all applicants of the decisions and the budgets allotted or not allotted (deadline 31 January 2023).

May 15 – August 31 2023:

Field School 2 projects take place.

2022-2023 procedure and timeframe for finding student participants for FS2 WA and FS2 H&S projects⁴

All year:

Faculty staff can send in project descriptions of Field School 2 projects for student orientation (to be shared in Brightspace). Please use attached format. Descriptions can be sent to a.j.louwen@arch.leidenuniv.nl.

All year:

Faculty staff can advertise their own projects for student orientation via posters/social media/information during courses/...

⁴ Project supervisors are responsible for finding student participants and take care of the application and selection process.