

# FACULTY OF CLASSICS

## PHD HANDBOOK



2023-24

*Cover illustration:*

Antinous

Cast: Museum of Classical Archaeology, Cambridge.

## Welcome to the Classics Faculty!

This handbook contains some important information to get you started. Other useful information will be provided during induction in the first week of term.

The main source of information on all aspects of Classics and University life is the Faculty of Classics website.<sup>1</sup>

The *[Unofficial Postgraduate Handbook](#)* written by the Postgraduate Representative will give a student's perspective about postgraduate study in classics.

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<sup>1</sup> See the Faculty website <https://www.classics.cam.ac.uk/>

# Reference

## Calendar 2023-24

Michaelmas Full Term: Tue 3 Oct – Fri 1 Dec

Lent Full Term: Tue 16 Jan – Fri 15 Mar

Easter Full Term: Tue 23 Apr – Fri 14 Jun

**Note:** *Terms begin officially on a Tuesday, with lectures starting the following Thursday. Seminars are usually scheduled by arrangement with students and can begin earlier or later.*

## Useful Links

Faculty website: <https://www.classics.cam.ac.uk/>

Moodle: <https://www.vle.cam.ac.uk/my/>

University lecture listings: <https://www.admin.cam.ac.uk/timetable.html>

Cambridge University Reporter: <https://www.reporter.admin.cam.ac.uk>

Classics Society: <https://classicalstudies.org/>

Student-Staff Joint Committee: <https://www.classics.cam.ac.uk/student-information/SSJC>

Careers service: <http://www.careers.cam.ac.uk>

CUSU (Cambridge University Students' Union): <https://www.cusu.co.uk>

## Who's Who

### Director of Postgraduate Studies

The Director of Postgraduate Studies, Dr Nicholas Zair, is available to give postgraduates help and advice on general issues relating to their studies. Email: [naz21@cam.ac.uk](mailto:naz21@cam.ac.uk). His office is G.04.

### Chief Secretary to the Faculty (room G.02a, behind the Enquiries Office) and Postgraduate Administrator (Enquiries Office)

The Chief Secretary, Lina Undicino, and Postgraduate Administrator, Simon Flack, will be able to help with any administrative queries that may concern you. Email: [graduate.secretary@classics.cam.ac.uk](mailto:graduate.secretary@classics.cam.ac.uk).

### Librarian

The Faculty Librarian, Lyn Bailey, is there to help with any queries regarding the Library and related resources. Email: [lkb24@cam.ac.uk](mailto:lkb24@cam.ac.uk).

# What's What

## **Postgraduate Studies Committee (PSC)**

Graduate matters in the Faculty are administered by the Postgraduate Studies Committee, under the oversight of the Degree Committee; both bodies meet several times each term, and together deal with (for example) the admission and registration of PhD students, reviews of progress and scrutiny of examiners' reports. If you have any matters you wish to bring to these committees, please contact the Director of Postgraduate Studies.

## **Degree Committee of the Faculty of Classics**

The Faculty's Degree Committee PhD degrees appoints PhD examiners, decides the outcome of the PhD examination process, and awards the degree. Decisions to not award a degree (outright fail) or to award a lower degree — both of which outcomes are extremely uncommon — will be subject to ratification by the Postgraduate Committee of the GBEC (see below).

## **General Board's Education Committee (GBEC)**

The GBEC is the University's ultimate authority in all postgraduate matters, including cases of appeal. For the Code of Practice for Postgraduate Research Degrees, which lays out the University's framework for doctoral studies, see: <https://www.cambridgestudents.cam.ac.uk/grad-code-of-practice>

## **Student Staff Joint Committee (SSJC)**

A committee comprised of staff members and elected student representatives, which meets termly to discuss issues related to undergraduate and postgraduate activities. See: <https://www.classics.cam.ac.uk/student-information/SSJC>

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## The PhD in Classics

### Formal Requirements for the PhD

The PhD degree is awarded solely on the basis of a dissertation of up to 80,000 words and an oral examination (“viva”) focused on the dissertation and the general field of knowledge within which the dissertation falls. Normally one of the two examiners is from Cambridge (the Internal Examiner), the other from another University (the External Examiner).

The Examiners will recommend the award of the PhD if they are satisfied

*‘...that the dissertation is clearly written, that it takes due account of previously published work on the subject, and that it represents a significant contribution to learning, for example through the discovery of new knowledge, the connection of previously unrelated facts, the development of new theory, or the revision of older views’.*

If anything in this Regulation is unclear, please consult your supervisor and/or the Director of Postgraduate Studies.

The Faculty has specified that the length of a PhD thesis is

*‘...not to exceed 80,000 words including footnotes, references, and appendices but excluding bibliography; a page of statistics shall be regarded as the equivalent of 150 words. Only under exceptional circumstances will permission be granted to exceed this limit. Candidates must submit with the dissertation a signed statement giving the length of the dissertation’.*<sup>2</sup>

There is also a residence rule, which states that candidates for the PhD must normally pursue supervised research in residence in Cambridge for at least 9 consecutive terms (3 years). Part-time students have different requirements; please refer to <https://www.cambridgestudents.cam.ac.uk/new-students/manage-your-student-information/graduate-students/terms-study>. In special circumstances one can obtain leave to undertake work away from Cambridge; when authorised, absences of this kind will count towards the fulfilment of the residence requirement.

### Supervision

You will have a primary and a secondary supervisor appointed by the Degree Committee. In exceptional circumstances (e.g. if your work cuts across disciplinary boundaries) you may be allocated two primary co-supervisors.

The role of primary supervisors is to offer intellectual and practical guidance to students in relation to their dissertations and wider career development. The Degree Committee expects primary supervisors to meet with their research students approximately once a fortnight, but this is not a mechanical prescription: for various reasons and at various periods it may be necessary to meet more frequently, or may be acceptable to meet less frequently. Over the summer vacation period in particular longer gaps between meetings are common.

Early in your first term you will be allocated a secondary supervisor. The role of the secondary supervisor is principally to be a second sounding-board for advice and guidance, and to take an overview of your research through the registration and review process (see the following sections). Second supervisors may be consulted on academic matters (typically no more than once or twice a term), but they are not there to duplicate the work of the primary supervisor, and you should not expect regular or detailed comments from them on your written work. On rare occasions it may be possible for your second supervisor to also act as your internal examiner (see “Formal Requirements” above).

Your supervisor will write a termly report on your progress (accessible via the CamSIS online system), which you are encouraged to discuss with them.

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<sup>2</sup> The Faculty also advises that frontmatter (acknowledgements, declarations, etc.) are not included in the word count. Captions for images, lists of illustrations, and the table of contents are also not included.

Do note the University's 'Code of Practice for research students' document, which lends context to the paragraphs above by explaining more generically what is expected of you, your supervisor, the Faculty. You can find it here: [www.cambridgestudents.cam.ac.uk/grad-code-of-practice/code-practice-research-students](http://www.cambridgestudents.cam.ac.uk/grad-code-of-practice/code-practice-research-students).

## Registration for the PhD

Towards the end of your first year as a PhD student you will be assessed by two senior members of the Faculty who have expertise relevant to your research. One of these will usually be your 'secondary supervisor'; the other will be a figure other than your primary supervisor. This is the process of registration for the PhD; a student must be registered to continue with the PhD programme.

All full-time students beginning study for the PhD in the Faculty in October 2023 will go through the registration process before the end of Easter Term 2024 – that is, the end of their third term of doctoral study in Cambridge. For this registration the student is required to provide three things:

- (a) a short progress report consisting of a statement of work undertaken so far, and a prospectus of work to be undertaken in the coming year; this need be no more than 2 sides of A4, and should give an idea of the subject and scope of your proposed PhD dissertation;
- (b) a piece of written work that indicates your research achievements so far; usually a draft of one or more chapters of your PhD, or an equivalent piece of writing, of between 7,000 and 10,000 words in length. In each subsequent year, the review process will ideally take place before the end of the Easter term, and certainly by the end of the summer.
- (c) your Personal Development Plan (PDP), which identifies your training needs, and how they have been, or will be, approached or met, in terms of attendance at seminars, and general or specific training courses (e.g. courses on starting your PhD; epigraphical training; foreign language acquisition; etc.).

Full-time PhD students (whatever time of the year they start) normally go through the registration process before the end of their third term of doctoral study in Cambridge; part-time PhD students during their second year of study.

The Postgraduate Administrator will write to you, your supervisor and your secondary supervisor in good time to make the necessary arrangements. Normally, the supervisor and the secondary supervisor will confer about which senior member will share in the registration, and the secondary supervisor will arrange the meeting between you and the assessors, after you have submitted the various materials necessary. You should discuss what you will submit with your supervisor.

After the meeting in which your work and your plans and progress report are (briefly) discussed, the assessors write a registration report. The assessors can make three recommendations in a registration report:

- (a) To recommend that the candidate be registered for the PhD.
- (b) To recommend deferral of registration. This may be owing to problems with the planned project, or sub-standard work, or because the candidate does not yet have sufficient skills. The assessor and supervisor should agree a future date for the deferred registration exercise to take place. An appropriate length of time is normally between three and six months.
- (c) To recommend that the candidate does not proceed to the PhD. This course is extremely rare.

The report then goes to your supervisor for comment, and is then passed on to the Postgraduate Studies Committee for scrutiny, before being made available to you for discussion with your supervisor



Following the meeting with the assessors, your Personal Development Plan should be submitted to the Faculty by the end of Full Easter. For further details, see below.

### **Annual Review (Years Two & Three)**

The review process in your second and third years (and beyond in the case of part-time students) follows a similar pattern, except that the annual review meeting is normally conducted by your supervisor and secondary supervisor. If concerns about progress have been highlighted by your supervisor in their termly report, or if for any other reason the Director of Postgraduate Studies thinks it appropriate, then the review meeting may be conducted by your secondary supervisor and an additional assessor, as with the Registration interview.

The student is required to provide three things:

- (a) a short progress report consisting of a statement of work undertaken so far, and a prospectus of work to be undertaken in the coming year; this need be no more than 2 sides of A4, and should give an idea of the subject and scope of your proposed PhD dissertation;
- (b) a piece of written work that indicates your research achievements so far; usually a draft of one or more chapters of your PhD, or an equivalent piece of writing, between 7,000 and 10,000 words in length.
- (c) your Personal Development Plan (PDP), which identifies your training needs, and how they have been, or will be, approached or met, in terms of attendance at seminars, and general or specific training courses (e.g. courses on starting your PhD; epigraphical training; foreign language acquisition; etc.).

The senior members participating in the review write a report on your progress, on the likely timescale for completion, and on the subject and scope of the PhD. Reviewers should indicate any case where a student is not making adequate progress or where there are other causes for concern.

The report then goes to your supervisor for comment (if he/she has not participated in the review), and is then passed on to the Postgraduate Studies Committee for scrutiny, before being made available to you for discussion with your supervisor.

### **Part-Time Students: Registration and Review**

Part-time students must go through registration by the end of their second year. Reviews should take place at the end of each subsequent period of two years. At the end of each year in which Registration or Review does not take place, the student should meet the supervisor to consider a brief but formal progress paper. The supervisor should make reference to this in that term's report.

### **Personal Development Plans**

Your annual Personal Development Plan (PDP) should identify your training needs, and how they have been, or will be, approached or met, in terms of attendance at seminars, and general or specific training courses. They should be submitted to the Faculty **by the end of Full Easter Term each year**. This should occur regardless of the date for your registration/review meetings.

PDPs are then reviewed annually by the Postgraduate Studies Committee, who will draw any concerns to the attention of your Supervisor and the Director of Postgraduate Studies.

### **Managing your Student Status**

During the course of your studies, you may need to apply to the University for changes to your student status; for example, to request permission to carry out fieldwork or other research away from Cambridge, or to intermit your studies for medical or other reasons. Applications are made from your Self-Service in CamSIS. Details of these procedures are given on the following website: <http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status>.

## Appointment of Examiners

As your thesis moves towards completion, you will need to complete and submit an “Appointment of Examiners” form; once you have completed your part, pass it on to your Supervisor. The Faculty will ask your supervisor to make a number of recommendations for Internal and External Examiners; these suggestions will need to be approved by the committee, and then the potential examiners must be formally approached. Please be sure to submit your form in good time: this means at least three months before your submission, and prior to week 6 of the term before you plan to submit. Note that if you plan to submit during the summer vacation, or in Michaelmas term, you should submit your form in the previous Easter term.

The form can be found on the Moodle course *Ph.D in Classics*: <https://www.vle.cam.ac.uk/>

## Submission

When your thesis is complete, you will need to submit it via the Moodle course Faculty of Classics Turnitin for PhD Examination.

When you do so, please also email [graduate.secretary@classics.cam.ac.uk](mailto:graduate.secretary@classics.cam.ac.uk) to let the Faculty Office know. In addition, you will need to submit, to the same address, a ‘Statement of Length and Declaration Form’, which can be found on the ‘graduate examination’ section of the Student Registry website:

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information>, along with important advice on submitting your thesis and the examining procedures.

Further Faculty guidance on preparing and submitting your thesis can be found on the Moodle Course Ph.D in Classics, under ‘Approaching Submission’.

Your viva should normally take place around two months after submission (this can be increased by late submission of the Appointment of Examiners form. The examiners will be in touch with you to tell you the date they have agreed. They then submit a recommendation to the Faculty’s Degree Committee, following which the Student Registry will be in touch with the decision and examiners’ reports. While awaiting this notification, and while you make any necessary corrections, you remain a registered student of the University. More information on what happens after you submit can be found here: <https://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/phd-msc-mlitt/after>.

## End of Registration

The standard length of a full-time Classics PhD students is three years (nine terms); thereafter it is possible for the “writing up” period to extend into the following year. A full-time student is expected to submit their thesis by the end of their 12<sup>th</sup> term in residence (discounting intermission), otherwise they are automatically “de-registered” by Student Registry. **The Faculty strongly urges students to avoid this eventuality.** For information regarding 10<sup>th</sup>- (and, in 2023-24, 11<sup>th</sup>-)term funding, please see the “Postgraduate Studies Fund” section, below.

Students that have been removed from the Register of Postgraduate Students lose access to their Raven accounts (email, journals, etc.) and various other University resources. They will then need to apply to Student Registry to be reinstated before they can submit. This process is lengthy and not guaranteed, and involves obtaining the approval of your Supervisor, College, the Chair of the Faculty, the Degree Committee and the Board of Postgraduate Studies.

If you believe there is a **possibility** that you will not submit by the end of your twelfth term, it is very important that you discuss this with your supervisor and the Director of Postgraduate Studies ahead of time. In certain circumstances (e.g. illness), it is possible to apply to *extend* your End-of-Registration date, but this can take months to approve, and should not be left to the last minute. Applications should be made not more than six months before your current submission deadline.

Full details are, again, available on the following website:

## Resources

### Common Room

The postgraduate common room is Room G.10. The common room provides a valuable social space, as well as various practical facilities for postgraduate students (e.g. the ever-essential kettle, for all things caffeinated). Please keep it clean and tidy! For more details, see the 'Unofficial Postgraduate Handbook'. Postgraduate students also have access to the common room in Stage 3 of the building (G22).

### Computers

There are a small number of communal computers at the far end of the library. All the computers have Greek fonts, and a range of other specialist software is installed on some of the machines; there are also networked printers available.

The University Computing Service runs courses on using a range of standard software packages: see <https://help.uis.cam.ac.uk/service/support/training>.

### Faculty Rooms

Once they have signed the *24hr Access Form* all Postgraduate students receive out-of-hours access to both the Library and Postgraduate Common Room.

If you are performing college supervisions for Classics undergraduates (or MML students taking a Classical language) then you may book Faculty rooms for that purpose during office hours.

### Lectures and Seminars

You are entitled to attend *lecture courses* in the Classics Faculty and in any other Faculty - except Clinical Medicine! – provided there are no restrictions in a specific case. There may be lectures available which will help fill in the background to your research or supply necessary skills. More details of lecture courses held in the Faculty can be found on-line ([www.classics.cam.ac.uk/student-information](http://www.classics.cam.ac.uk/student-information)). You may find Classics Part II lecture courses useful for your research, and you are encouraged to attend.

It is a normal and valuable part of postgraduate life to play an active role in *seminars*. This forms an integral part of your research training and development. In most terms there is at least one seminar organised by each of the main subject groups within the Faculty:

- (A) Greek and Latin Literature,
- (B) Ancient Philosophy,
- (C) Ancient History,
- (D) Art and Archaeology,
- (E) Linguistics,
- (X) Interdisciplinary approaches to the ancient world and Classical Reception.

A list of these seminars is available on-line (<https://www.classics.cam.ac.uk/seminars>). In addition, MPhil. Text and Topic seminars are open to beginning PhD students (please write to [graduate.secretary@classics.cam.ac.uk](mailto:graduate.secretary@classics.cam.ac.uk) if you are interested; we ask only that you then attend the whole series); and the Postgraduate Interdisciplinary Seminar is an important part of postgraduate life. In general, you should ask your supervisor's advice on seminar attendance. Suggestions for speakers at these seminars are welcome: you should contact the Secretary of the relevant caucus.

An introductory meeting to introduce the 'specialist skills' courses for postgraduates will be held at the beginning of term as part of the postgraduate induction programme.

The Cambridge Philological Society meets three times a term on Thursdays (4.30 p.m., preceded by tea at 4 p.m.) to hear papers on classical topics. Membership is open to all postgraduates in Classics, so do ask your supervisor to propose you for membership. There is a membership fee that includes the Cambridge Classical Journal (£14 for online or £20 for print and online). Further information about the Society is available from the Faculty Library, or at:

<https://www.classics.cam.ac.uk/research/seminars/philological>

## **Libraries**

Most Classics postgraduate students make the Faculty Library their main base, and you will be given access for 24 hours a day, once you have signed the *24 hr Access Form* when you call in at the Enquiries Office at the beginning of induction week. Use your University Card to enter when the doors are locked. (Your University Card is issued by your College). This ‘out-of-hours access’ is restricted to the Classics Faculty’s lecturers, postgraduate students, and official visitors. Persons granted out-of-hours access must not admit others to the building when it is closed. Please ensure that unauthorized persons do not enter the building when you use the automated doors out-of-hours.

The Library collection is excellent, and in regular use. Use your University Card to borrow. Please use the self-service machine to borrow books out-of-hours. Do not remove books from the Library unless they are on loan to you: missing books greatly inconvenience other readers. Please use the reservation slips if you wish to keep books, which are not currently on loan to you, on a desk in the Library.

You are welcome to use other departmental libraries. There are more than 100 libraries across the University. Information about each library can be found at <https://www.libraries.cam.ac.uk/libraries-directory/libraries-a-z>. Most of the arts and humanities’ libraries are located on the Sidgwick Site (e.g. Asian Studies, Philosophy). Ask each library for information on its borrowing rights for postgraduate students. You are also encouraged to use the University Library (located close to West Road): the UL holds books on all subject areas in the arts and humanities.

New postgraduates will be given a Library tour. Additional information is also available on the Library webpage: <https://www.classics.cam.ac.uk/library>.

## **Language Teaching Training**

Language Teaching Training classes in Greek and Latin will be offered in Easter Term. The classes will provide an opportunity to consolidate and review advanced syntax and to practice grammatical analysis of texts and its interpretative implications. The classes are mandatory for PhD students who intend to apply for the position of ‘Postgraduate Language Teaching Assistant’ (see page 10) but are also meant to provide training for College language supervisions and all PhD students are welcome

Those interested in either classes should e-mail the Postgraduate language co-ordinator, Mr Franco Basso ([fggb2@cam.ac.uk](mailto:fggb2@cam.ac.uk)).

## **Modern Language learning**

Most postgraduate students will need to improve their modern language skills with a view, in the first instance, to reading books or articles written in the foreign language or languages which are central to their research interests. This is something you should discuss with your supervisor at an early stage. The University’s Language Centre offers very extensive facilities, including courses, on-line learning, dictionaries etc. For further details see: <https://www.langcen.cam.ac.uk>. In particular, please consult <https://www.langcen.cam.ac.uk/graduates> for details of courses for postgraduates studying in the School of Arts and Humanities (of which the Classics Faculty forms a part). Academic reading courses are offered in the following languages: French (Basic, Elementary and Intermediate); Italian (Intermediate); Spanish

(Basic).

German courses at several levels take place in the Faculty itself, starting early in your first term (See under ‘Specialist Skills Courses’, below). Bear in mind, too, the resources of the postgraduate community. For example, there may be native speakers of the language in question among the postgraduates in the Faculty, or in your College, who would be willing to help you read articles in their own language, perhaps in return for help with correcting their own English.

## Generic Skills Training

Language learning and participation in seminars, as well as taking various courses focused on specific research skills (such as palaeography or epigraphy), all form part of your training as a research student, something on which the UK's higher education funding councils have put more emphasis in recent years. They require that PhD students should receive appropriate and relevant preparation and training both to complete a high-quality doctoral thesis in their chosen subject area and to develop a range of knowledge, understanding and skills necessary for their future employment, whatever that might be. These latter are known as 'transferable skills' or 'core generic skills' (and include items such as oral and written presentation skills, project design and management, not to mention teaching); and a range of relevant courses are provided within the University.

The Faculty runs sessions on how to publish and on how to get a job in the Classics/research fellowship. Together with your supervisor you will need to decide the particular package most suited to your needs and interests, drawing up a personal programme (or Personal Development Plan (*PDP*) to use the current jargon) of the various seminars and courses etc. you will be attending each year.

Students funded by the AHRC will be enrolled in activities organised by the School of Arts and Humanities AHRC Doctoral Training Partnership. More details can be found at:

<http://www.ahrcdtp.csah.cam.ac.uk/>.

For more details of the Faculty's training framework, please see the designated page of the website:

<https://www.classics.cam.ac.uk/student-information/graduate-students-1/graduate-training/>.

More information is available from the University's skills portal (<https://www.transkills.admin.cam.ac.uk/skills-portal>), and the University's Researcher Development Programme offers many training courses of interest to postgraduates:

<https://www.ppd.admin.cam.ac.uk/>.

For those looking forward to life after the PhD, the Careers Service has a wealth of information about jobs and postdoctoral opportunities available on its website (<http://www.careers.cam.ac.uk/>), and it is possible to arrange an individual interview with a careers adviser to discuss your future plans.

## Your Rights after Submission

After submitting your dissertation you will still need to prepare for your viva; and after approval you may be required to make corrections. As such, you retain your rights to the above resources until you are finally approved for the PhD and are removed from the Register of Postgraduate Students.<sup>4</sup> You will not, however, be entitled to travel expenses from the Faculty after your viva (see below).

Former PhD students that offer college supervisions for Classics undergraduates (or MML students taking a Classical language) may book Faculty rooms for teaching during office hours.

Former students looking for out-of-hours access to the Classics Faculty Library will need to write to the Chair of the Faculty for approval.<sup>5</sup>

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<sup>4</sup> Because the duration of an individual PhD can vary from the standard three years, some Faculty systems (e.g. access cards) may not be perfectly synchronised with your time in residence. If you find that any of your privileges have expired prematurely, please do not hesitate to ask the Chief Secretary for help.

<sup>5</sup> NB This does **not** include access to a Raven account.

## Further Information

### The Postgraduate Community

When you embark on one of our postgraduate programmes you are entering a sizeable community, and it is likely, even inevitable, that you will find kindred spirits in its midst. Certainly you will find a lively and friendly group of postgraduates, an important resource for advice and support. The Faculty Building is a focal point for making contacts, and we urge you to use it to the full. The common room facilities are especially important in this connection (see below). Note that there is a postgraduate *representative* on the Faculty Board, the Library Committee and on the Student-Staff Joint Committee, which meets regularly with senior members and the Faculty Officers. The current Postgraduate Representative (until the end of 2023) is Sólveig Hilmarssdóttir ([graduate.representative@classics.cam.ac.uk](mailto:graduate.representative@classics.cam.ac.uk)) who will be hosting a ‘meet- and-greet’ session for new postgraduates at the beginning of Michaelmas Term.

### Trouble-shooting and Support

The Director of Postgraduate Studies provides information for prospective postgraduate students, and is responsible for ensuring that the needs of students, once admitted, are properly catered for. He will meet you all at the beginning of the year.

There are a number of other people, both in the Faculty and in your College, who can provide advice and support in various ways. The first person on the staff to approach with questions or problems is usually your supervisor. If you have any problems that your supervisor (or second supervisor) cannot help with, then do get in touch with the Director of Postgraduate Studies.

The Director of Postgraduate Studies also acts as a kind of ombudsman for postgraduate students. In particular, if at any stage you feel that your working relationship with your supervisor is unsatisfactory, then discuss the matter with the Director of Postgraduate Studies (if the DPGS is your supervisor, approach the Chair of the Faculty Board, Professor James Warren).

It is a good idea to make contact with your College’s Postgraduate Tutor, who will be able to provide advice relating to any problems that arise in connection with College (e.g. accommodation) or more generally; colleges also offer good support networks and pastoral care away from the Faculty. The University Counselling Service offers help, workshops and counselling across a wide range of issues (website: <https://www.counselling.cam.ac.uk/>).

If your work is disrupted as a result of illness or other problems, please let the Director of Postgraduate Studies and your College’s Postgraduate Tutor know **at once**, as well as your Supervisor.

In the event of problems of a very serious nature, or those that cannot be resolved within the Faculty, the University has a range of complaint, review and appeal procedures, details of which are outlined on the following website: <https://www.studentcomplaints.admin.cam.ac.uk/>

The document ‘Faculty Advice on Plagiarism’ is included in this Handbook as Appendix 1, and you are obliged to have read and understood the University’s policy on plagiarism.

### Equality and Diversity

The Faculty is committed to supporting and sustaining a diverse community, and to avoiding prejudice based on race, gender (female, male or other), sexuality, class or religion (or lack of it). When anyone enters the Faculty building or interacts with the Faculty’s members, they are implicitly entering into a contract requiring them to treat others — including, importantly, non-academic staff — with courtesy and dignity. We expect all members of our community to strive to be welcoming towards and supportive of each other. In particular, we expect each individual to engage positively with those who do not share their social identity and/or role within the Faculty.



For further information see <https://www.classics.cam.ac.uk/directory/equality-diversity>

## **Harassment and Discrimination**

Unfortunately, sometimes things do go wrong, and it is important to acknowledge this and where appropriate seek redress.

‘Harassment’ is any kind of unwelcome or inappropriate physical or verbal interaction, however fleeting it may appear.

‘Discrimination’ occurs when an individual or group is denied an opportunity on the grounds of gender, race, sexuality or religion (or lack of it), or because of particular circumstances (family or caring responsibilities). It can be direct (e.g. if a decision is taken on the explicit grounds that a member of one social group is to be preferred) or it can be indirect (i.e. if a decision taken for one reason has the additional and perhaps unintended consequence of discriminating: an example might be when an important meeting is scheduled at a time when those with families are unlikely to be able to attend).

Harassment and direct discrimination are always wrong and we would encourage you to report all instances. Indirect discrimination is by definition more nebulous, and may be justifiable in certain circumstances. For example, it may be that there is a good reason to schedule certain events such as open days for potential undergraduates at times that are inconvenient for those with families or on religious holy days. Nevertheless, indirect discrimination should ideally be avoided. It is always worth letting someone in the Faculty know if you perceive it (see the following paragraph), and it may be appropriate to report it.

## **Advice on Reporting of Harassment or Discrimination**

If you have experienced harassment or discrimination, you can get advice on how to report it and/or get support here:

<https://reportandsupport.cam.ac.uk>.

For further resources on harassment and sexual misconduct see:

<https://www.breakingthesilence.cam.ac.uk>

The Faculty's Equality Officer is Prof. Tim Whitmarsh ([tjgw100@cam.ac.uk](mailto:tjgw100@cam.ac.uk)) who is available to talk through, in complete confidence, any equalities-related issues you would like to discuss with her; please do not hesitate to contact her if you would like to meet with her. There are several other possible places to seek advice: (a) your Supervisor (b) a college tutor or (c) the Faculty's Director of Postgraduate Studies. The Faculty Administrative Officer ([Nigel.Thompson@admin.cam.ac.uk](mailto:Nigel.Thompson@admin.cam.ac.uk)) is always happy to offer advice about where issues should be raised.

For further information on what the Faculty is doing to ensure that all students, staff and visitors feel equally welcome and for further resources see

<https://www.classics.cam.ac.uk/directory/equality-diversity>

## **Disability and Mental Health**

As a faculty we are committed to supporting disabled students. Disability is defined as any long-term health condition — mental or physical— which substantially affects your ability to carry out normal daily activities.

Students who have a disability may find it helpful to contact the University Disability Resource Centre (DRC) for help and advice (located in the Student Services Centre, Bene't St, Cambridge, CB2 3PT; telephone 01223 332301; textphone 01223 764085; website <https://www.disability.admin.cam.ac.uk>).

Support available at the DRC:

- Information and advice on disability issues



- Specialist 1:1 study skills sessions and mentorship
- Assessment for dyslexia
- Guidance on assessments for disabilities other than dyslexia
- Assistance with funding applications
- The loan of specialist equipment
- Human support (e.g. note-taker or mentor) through the Non-Medical Assistance Scheme
- Liaison with your College and Department

The DRC can also provide a Student Support Document, outlining reasonable adjustments, such as lecture recording, deadline flexibility and directed reading lists. SSDs are circulated - with student consent - to relevant teaching staff.

The Disabled Students' Campaign provides information, resources and support for disabled students on issues such as exam adjustments and intermission; available at <https://www.disabled.cusu.cam.ac.uk/>

Within the Faculty, the Disability Liaison Officer is Mr Nigel Thompson ([administrator@classics.cam.ac.uk](mailto:administrator@classics.cam.ac.uk)), who will also be very happy to give advice.

For further resources and support within the University for students with mental health difficulties, please see <https://www.studentwellbeing.admin.cam.ac.uk/support-particular-issues/mental-health-support>.

For information on access to buildings in the University, please see <https://www.disability.admin.cam.ac.uk/building-access-guide>. The Faculty follows the University's Code of Practice in relation to reasonable adjustment for disabled students, details of which are available at <https://www.disability.admin.cam.ac.uk/code-practice-reasonable-adjustments-disabled-students>.

## Keeping Up To Date

There are many events and opportunities of interest to postgraduate students, taking place both in Cambridge and elsewhere, and being aware of them all is no easy task. Details of lectures, seminars, courses, scholarships, jobs and so forth will be circulated in e-mails to all postgraduate students from time to time by the Faculty secretaries or the postgraduate representative, but it is also a good idea to look regularly at the noticeboards in the Faculty, where details are displayed, and the relevant parts of the Faculty website. You might also like to consider subscribing to a national classicists' e-mailing list. Scholars from around the world regularly send messages to such lists, and they are a great way to keep up to date. Two of the best e-mail lists are:

**JISC M@IL:** [classicsgrads@jiscmail.ac.uk](mailto:classicsgrads@jiscmail.ac.uk) (see [www.jiscmail.ac.uk/lists/CLASSICSGRADS.html](http://www.jiscmail.ac.uk/lists/CLASSICSGRADS.html))

**Classics Listserv:** [classicists@listserv.liv.ac.uk](mailto:classicists@listserv.liv.ac.uk) (see <http://listserv.liv.ac.uk/archives/classicists.html>)

# Financial Matters

## Studentships and Scholarships

The Faculty administers studentships involving travel or study abroad, for which current postgraduate students may apply; these are advertised during Michaelmas and usually last for one year only.

The Arts & Humanities Research Council (AHRC) also accepts funding applications from students who have already begun their PhDs. It is not unheard of for previously self-funded PhD students to receive AHRC studentships in their second year.

## Postgraduate Language Teaching Assistants

Every year the Faculty appoints a number of Postgraduate Language Teaching Assistants. These bursaries are intended to provide postgraduate students with substantial teaching experience and a valuable addition to their CVs, as well as supporting Faculty teaching as a whole. An informal certificate is provided at the end of the bursary, confirming the teaching and assessment undertaken. A similar scheme has also been implemented in the Faculty's Museum of Classical Archaeology.

A call for applicants is usually made by email in Easter term.

## Postgraduate Studies Fund

'Tenth-term Funding'. To help support the final stages of completion of a PhD thesis (sometimes referred to as "tenth-term funding"), doctoral students may apply for a grant from the Faculty's Postgraduate Studies Fund. In 2023-2024, in response to the disruption caused by covid, students may also apply for eleventh-term funding.

Applications are invited in the summer. Students should at the same time apply to their College for support, and to any University funds (e.g. hardship funds) for which they may be eligible. Only in exceptional cases will the value of any grant(s) exceed the cost of **one term's residence**. Application forms are available from the "Ph.D in Classics" section of Moodle: <https://www.vle.cam.ac.uk>.

Financial Hardship. Applications to the Postgraduate Studies Fund can be made on the basis of financial hardship at any point in a student's degree

Childcare support. Graduate students may claim reimbursement of unavoidable out-of-pocket expenses for childcare incurred when attending Faculty seminars and the Corbett and Gray Lectures. Applications will be considered by the Managers of the Postgraduate Studies Fund, and must be accompanied by a statement of support from the supervisor. You are advised to discuss applications in advance with the Director of Postgraduate Studies.

## Travel Funds for Postgraduate Students

The Faculty is fortunate in being able to supply a limited amount of travel funds for postgraduate students.

It is a good idea to discuss with your supervisor at the beginning of each academic year what your travel plans are, particularly if you may need significant financial support to spend time consulting archives, manuscripts, or for other field work. Your supervisor should then contact the Director of Postgraduate Studies who will be able to advise on the availability of funding for such needs. For costs that exceed those available via the HAT awards, an application may be made to the Finance Committee. You should discuss this with your Supervisor and the Secretary of the Finance Committee.

Grants to doctoral students are not normally awarded for travel after the date of the viva examination. Where a viva does not lead to the award of a degree (PhD or MLitt), and the student remains a candidate for that degree, s/he becomes eligible for funding again until the date of resubmission or (if applicable) a further viva examination.

## Henry Arthur Thomas (HAT) Awards

If you are planning to travel *in connection with your studies*, (for example, you are attending a conference where you are giving a paper or visiting a museum to study a particular object) you may apply for support from the Henry Arthur Thomas fund, having first approached your College for funding. HAT awards are usually applied for *after* the expenditure has been incurred. Completed application forms should be submitted to the Chair of the Faculty Board, together with receipts, a letter of support from your Supervisor, and evidence that a college contribution (or other grant) has been sought. Application forms are available from the “General Postgraduate Resources” section of Moodle: <https://www.vle.cam.ac.uk>

Other types of expenses necessary to your research (e.g. courses which are not available in Cambridge, subscription to computer software) may on occasion be reimbursed from the Henry Arthur Thomas fund. In this case, you should contact the Secretary of the Finance Committee, prior to the expenditure, explaining the need, and providing evidence that a college [application has been made](#).

If you have any queries, please contact Dr Yannis Galanakis (ig298@cam.ac.uk), the Secretary of the Faculty’s Finance Committee.

## Corbett Travel Awards

If your travel plans are unconnected with research you may apply for a Corbett Travel Award. Preference is given to postgraduates who have not visited Classical lands before, who carry a strong recommendation from their Supervisor, and who have worked out a thoughtful travel itinerary.

Application forms are also available on Moodle (as above), and must be returned before the division of the Lent Term (for travel during the Easter vacation) or the end of the Easter Term (for travel in during the Summer vacation). Late applications are not accepted.

## Fieldwork Opportunities

There are usually opportunities for students to take part in archaeological fieldwork over the Summer. A meeting is usually held in Lent Term to introduce the different projects available and to explain the procedure for applying for places.

Students are expected to make use of their Faculty allowance and other funding opportunities, such as College funds and awards available from grant-awarding bodies.

In addition to the application, you will need to make a Leave to Work Away application on CamSIS. That application includes a risk assessment form, and requires obtaining University travel insurance. Further details on how to apply for LTWA can be found here: <https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/work-away-cambridge>.

You should also check whether any funding body which supports you is willing to consider applications for additional expenses in relation to field work away from Cambridge.

## AHRC Research Funds

Students funded by the AHRC are eligible to apply for their Research Training Support Grants (RTSG) and to the Student Development Fund (SDF). Details of these and application forms are available here:

<https://www.cambridgestudents.cam.ac.uk/fees-and-funding/support-award-holders/ahrc-funded-students>

## Research Visits/Field Trips

Students should contact the Faculty Administrator concerning a suitable risk assessment if they intend to carry out research or visit museums or sites which are:

- a) Outside the UK and the EU; and/or

- b) Beyond the normal course of tourism; and/or
- c) In countries with any British Foreign and Commonwealth Office (FCO) safety warnings.

## Specialist Skills Courses

### Academic reading courses in German

German for Classicists is taught by Paul A. Hoegger, Coordinator for German at Cambridge University Language Centre and Affiliated Lecturer in the German Section of the Faculty of Modern and Medieval Languages, who has many years of experience teaching German to undergraduate and postgraduate students.

The course, from October 2023 until March 2024, will consist of 15 classes of 90 minutes each. Contact the Language Centre or Paul Hoegger for further information (for addresses see below).

The course is offered at three levels of proficiency:

Tuesdays:	(INTERMEDIATE 1)	11.30 - 1.00 pm First session, 17th October 2023
Thursdays:	(TOTAL BEGINNERS)	11.30 - 1.00 pm First session, 12th October 2023
Fridays:	(INTERMEDIATE 2)	2.00 - 3.30 pm First session, 13th October 2023

The aim of the course is to help students from all branches of Classics to cope with reading specialist literature. Similar courses exist in some other Faculties, but there is a special need for advanced students in Classics to have a reading knowledge of German, because of the major role of German scholarship in all or most areas of Classics. The classes will help students with their immediate needs, while providing linguistic training for those planning further academic work.

Course structure and content. The first session will be devoted to academic reading skills in general as well as to particular issues concerning reading in German. After that each session will be divided into two equal parts of 45 minutes.

The first part will consist of the teaching of general language skills, that is to say basic grammar relevant to reading texts, structure of written academic German, points of word formation, comprehension exercises, cognates, and 'international' words - plus academic conventions, abbreviations, etc.

The second part will be devoted to reading original German texts. There will be tasks to develop insight into the reading process. Here specific vocabulary and terminology relevant to Classics will be practised. The typical features of academic style will be analysed in order to enable students to work out sentence-structure and so promote fast-reading skills; in addition, close reading of material in word-by-word detail will be practised. The subject matter of the texts used will be drawn from main areas of classics in which the participants are involved, and will be varied, so that students can get to know the terminology of their specific field. Depending on the size of the group, help will be given to individuals with the specific texts on which they are working.

Please register for your preferred course through the online sign-up facility (accessed via the Language Centre website: [www.langcen.cam.ac.uk/culp/culp.php](http://www.langcen.cam.ac.uk/culp/culp.php)), or direct on the following link: (you will need to login to Raven first): <https://www.training.cam.ac.uk/lc/theme/LAP?providerId=399495>

Please note: There are other BASIC (=Total Beginners) LAP courses. Please make sure you enrol in the correct course. Look out for **PRIMARILY FOR CLASSICISTS**.

Paul Hoegger, German Coordinator, University Language Centre  
Affiliated Lecturer German Section, Faculty of Modern and Medieval Languages  
Bye Fellow and Director of Studies in Modern Languages, Fitzwilliam College Cambridge CB3 0DG  
([pah38@cam.ac.uk](mailto:pah38@cam.ac.uk))

## **Greek and Roman Numismatics**

A series of eight lectures and hands-on classes, conducted in the collections of the Department of Coins and Medals of the Fitzwilliam Museum. The material, which ranges from the 7th century B.C. to the Late Roman Empire, will be considered from various angles – e.g. thematic, typological, archaeological and historical. Students will be exposed to the scholarly techniques of numismatics and will have the opportunity to develop their ideas for an MPhil essay or dissertation.

Dr Adrian Popescu, Affiliated Lecturer in Numismatics  
([ap345@cam.ac.uk](mailto:ap345@cam.ac.uk))

## **Greek and Roman Epigraphy**

Inscriptions provide a wealth of information regarding almost all aspects of the Greek and Roman worlds: institutions, administration, law, religion, society, language, prosopography, etc. The aim of the course is to introduce students to how this material can be used by the historian, as well as to the scholarly tools used in epigraphy. Students will be encouraged to read and discuss interesting texts from different classes of inscriptions, and there will be a particular focus, where possible, on the physical context of the inscription. An introductory session will be followed by three classes on different types of Greek epigraphy, followed by three on different types of Roman epigraphy. The final session will provide an opportunity for some members of the group to present inscriptions of relevance to their own research to the group. The course is available to Part II and postgraduate students; no previous experience in working with inscriptions is required and only basic knowledge of Greek and Latin.

Preliminary reading: J. Bodel, *Epigraphic Evidence. Ancient History from Inscriptions* (London 2001).

Prof. Robin Osborne and Dr Ben Kolbeck  
([ro225@cam.ac.uk](mailto:ro225@cam.ac.uk) and [bgrk2@cam.ac.uk](mailto:bgrk2@cam.ac.uk))

## **Textual Criticism and Palaeography**

Candidates interested in doing an exercise in either textual criticism or palaeography as a substitute for an essay should contact Prof. Stephen Oakley.

Prof. Stephen Oakley, Kennedy Professor of Latin  
([spo23@cam.ac.uk](mailto:spo23@cam.ac.uk))

## **Late and Mediaeval Latin Manuscripts**

There will be three classes, on Late-Antique and Early Mediaeval Latin, High-Mediaeval Latin, and Late-Mediaeval and Renaissance Latin. Each will meet once per week for 20 weeks (MT, LT, and the first half of ET). They should be in the History Faculty Boardroom: nos. 1 and 2 on Friday mornings; and no. 3 on Monday or Tuesday mornings (timetabling still being confirmed).

In each we'll read a series of texts in digitised manuscript form, generally spending two weeks on each text. Students will be given the text in advance (i.e. not unseen) but are asked to read it (and if needed, take notes) but under no circumstances prepare a translation. We'll then read it together and discuss script, abbreviations, the manuscript, grammar, text, and literary/historical content together in class.

Dr Jacob Currie  
([jmrc2@cam.ac.uk](mailto:jmrc2@cam.ac.uk))

## **Mycenaean Epigraphy**

Those interested in doing the Mycenaean Epigraphy exercise in place of the third essay should attend the 'Writing in the Aegean Bronze Age' Text and Topic seminar in Michaelmas. There will be further hands-on sessions in Lent term.

Prof. Torsten Meissner  
([tm10012@cam.ac.uk](mailto:tm10012@cam.ac.uk))

## Glossary of Cambridge Words and Phrases

**Academic:** as a noun ('an academic'), it refers to someone employed by the University or a College to teach and/or do research ('Faculty' is not used in this sense). 'Don' is sometimes used with much the same meaning.

**Academic Year:** this runs from October 1st to September 30th.

**Administrative Staff:** those employed by the Faculty for purposes other than academic teaching and research.

**Chair:** the Chair of the Faculty (who changes every 2–3 years) is the most senior University Teaching Officer, and chair of the Faculty Board.

**Class:** a scheduled teaching event taking place within the Faculty building. Greek and Latin languages are taught in classes, as are Specialist Skills. Some lecture courses also have additional classes.

**Classical Association:** the Classics subject association in the UK. Regional branches (including in Cambridge) hold meetings regularly, which attract members of the public. In addition a large annual conference is held every April, attracting a national and international audience.

**College Teaching Officer:** an academic employed by a college rather than by the University (contrast 'University Teaching Officer').

**Convenor:** the Senior Member tasked with organising a Text and Topic seminar.

**Co-supervisor:** where a student's research crosses over disciplinary boundaries, that student may be allocated a co-supervisor in a field that a principal supervisor cannot cover adequately. The co-supervisor may be based outside the Faculty. If you have this kind of arrangement you will often have a second supervisor too.

**Degree Committee:** the body of University Teaching Officers who oversee admission, registration, review and the award of degrees.

**Director of Postgraduate Studies:** the Senior Member tasked with overseeing the MPhil and PhD programmes. This is Dr Nicholas Zair. His email is [naz21@cam.ac.uk](mailto:naz21@cam.ac.uk). ▲

**Dissertation:** another word for 'Thesis'

**Don:** see 'Academic'

**Easter:** see 'Term', 'Vacation'.

**Examination:** the culmination of your PhD, when your examiners read your work, invite you to an oral examination (the 'viva'), and submit their final report to the Degree Committee.

**Faculty:** Classics in Cambridge is based in a 'Faculty' rather than a 'Department'. The word 'Faculty' can be used for the institutional structure, for its Junior and Senior Members, or for the physical building (but not for academics in general: see 'Academic').

**Faculty Board:** ultimate authority for decision-making in the Faculty lies with the Faculty Board, a body of 19 University Teaching Officers and others who change annually.

Full-time: most PhD students take the degree full-time (i.e. they focus all of their available time on academic pursuits), and aim to finish in 3–4 years. It is also possible to study part-time.

Graduate student: the older term for a Postgraduate Student.

Holiday: used loosely, another word for ‘Vacation’. PhD students are expected to work through the vacations (although they may of course take holidays, in the sense of breaks from work).

Intensive Greek (or Latin): Greek (or Latin) studied intensively from beginner’s or intermediate level. The Faculty has a large language teaching programme involving a number of teachers.

Junior Member (of the Faculty of Classics): any student (undergraduate or postgraduate) of the Faculty of Classics.

Junior Research Fellow: a Postdoctoral Researcher employed by one of the colleges.

Lecture: usually a scheduled lecture given to undergraduates (but open to postgraduates). A timetable is published for each Term.

Lent: see ‘Term’ Michaelmas: see ‘Term’

MPhil: Postgraduate students in Classics follow either the PhD programme or this 9-month Master’s programme.

Oral examination: after submission you will be invited to discuss your work orally with your examiners (whether by remote electronic media or in person). This is commonly known as a ‘viva’. This is the main contact that you will have with them.

Part-time: some PhD students (particularly those with other employment, or with caring responsibilities) study for the PhD alongside other commitments. They are expected to finish in 5–7 years, a calculation based on the assumption that they during that period they will spend half of their time on the PhD.

Postdoctoral Researcher: someone with a PhD who is employed to research, either independently or as part of a larger research project. Postdoctoral researchers may be employed by a national or international research body (such as the European Research Council), by a charity (such as the Leverhulme Trust), or by a college (in which case they are usually called Junior Research Fellows).

Postgraduate Representative: a Postgraduate Student (by convention a PhD student) who is responsible for representing the views and any concerns of the Postgraduate body to the Faculty Board.

Postgraduate Student: a student who already holds a first degree. In the Faculty you will meet MPhil and PhD students.

Professor: someone employed on a permanent contract by the University to teach and do research (a University Teaching Officer). They come in three flavours: Assistant Professor, Associate Professor and (Full) Professor. Confusingly, only Full Professors are addressed by the title ‘Professor’; ‘Dr’ is, by convention, used for other UTOs (and others) who hold a PhD, and ‘Mr/Ms’ for those who do not.

Research Seminars: the Faculty hosts a series of research-level seminars, in each of the subdisciplines of Classics, throughout the year. Research Seminars are sometimes referred to as ‘Graduate Seminars’. They are attended by MPhil and PhD students, as well as Senior Members of the Faculty (and any others).

Registration: towards the end of your first (for full-time students) or second year (for part-time students) you will be invited to submit work for assessment. If this is approved you will become a registered postgraduate student, which permits you to present your work for examination at the end of your studies.



**Review:** after passing registration, PhD students are reviewed formally by the Faculty on an annual basis, until final submission.

**SCS:** The Society for Classical Studies, the Classics subject association in the USA. An annual meeting is held in a north American city every January.

**Second supervisor:** as well as a (primary) supervisor you will also be allocated, during your first term, a second supervisor. The degree of involvement of a second supervisor in their students' research varies, but they do have an important role in the registration and review processes.

**Seminar:** any meeting built around one or more research-level presentation. See also 'Dissertation Seminars', 'Postgraduate Interdisciplinary Seminars', 'Research Seminars', 'Text and Topic Seminars'.

**Senior Member (of the Faculty of Classics):** any member of the academic staff with an established role in the Faculty of Classics; contrast 'Junior Member (of the Faculty of Classics)'. Senior Members are typically University Teaching Officers, College Teaching Officers, Postdoctoral Researchers or Junior Research Fellows.

**Submission:** the process of handing in the final version of your thesis for examination.

**Supervision:** Small-group teaching, usually focused on consideration of work a student has submitted in advance. For PhD students this is usually one-to-one. You may also be invited in the course of your studies to supervise undergraduates: this can be in larger groups (usually up to four).

**Supervisor:** the University Teaching Officer entrusted with looking after your studies, reading and commenting on drafts, offering career advice etc. 'Supervisor' (without further qualification) means your primary supervisor; you will also be allocated a second supervisor. Some students also have co-supervisors.

**Term:** the Academic Year is divided into three terms, Michaelmas (autumn), Lent (spring) and Easter (summer), separated by vacations. Term dates can be found [here](#). Seminars and other scheduled events take place in term-time, but PhD students are expected to work through the vacations as well (with some breaks!). The names of the Terms were originally taken from the Christian calendar, but they have no religious significance now.

**Text and Topic Seminars:** a formal part of the MPhil course. PhD students in their first year may attend one seminar course (usually consisting of 6 weekly seminars) per term, if space permits.

**Thesis:** a piece of research-level academic writing of around 80,000 words.

**Tutor:** usually a Fellow of your college who is tasked with looking after your wellbeing, and to whom you can turn for advice about accommodation etc. The term is not used in connection with the Faculty.

**Undergraduate:** a student studying for their first degree.

**University Teaching Officer:** an academic employed by the University of Cambridge to teach and research (usually but not always a permanent member of staff).

**Vacation:** the periods of the Academic Year that lie between the Terms. It is conventional to speak of the 'Christmas', 'Easter' and 'Summer' vacations; see under 'Terms' on this historic nature of religious vocabulary.

Viva: short for viva voce, an informal term for an oral examination.

Week (of term): be aware that weeks can be said to begin on different days of the week in different contexts. For example, undergraduate lectures begin on Thursdays, so that 'week one' runs from Thursday to Wednesday. But others will begin counting the weeks from the following Monday. This is one of Cambridge's more confusing conventions. It is worth checking if you are unsure.

## Appendices

### Faculty Advice on Academic Misconduct

Academic misconduct can take a number of forms, including (but not limited to):

- Plagiarism: using someone else's ideas, words, data, or other material produced by them, without acknowledgement;
- Self-plagiarism: using your own ideas, words, data or other material produced by them and submitted for formal assessment at this University or another institution, or for publication elsewhere, without acknowledgement;
- Contract cheating: contracting a third party to provide work, which is then used or submitted as part of a formal assessment as though it is your own work;
- Collusion: working with others and using the ideas or words of this joint work without acknowledgment, as though it is your own work, or allowing others to use the ideas or words of joint work without acknowledgment.

For full details of the University's policy on academic misconduct see:

<https://www.plagiarism.admin.cam.ac.uk/what-academic-misconduct>

### Plagiarism

Plagiarism is the commonest form of academic misconduct. If you submit (whether for registration/review or for examination) as your own work, irrespective of your intent to deceive, work that derives in part or in its entirety from the work of others without due acknowledgement, you are plagiarising. It is also possible to plagiarise yourself, by submitting your own work where that work has been previously submitted for assessment either in Cambridge or in another university. Plagiarism represents both poor scholarship and a breach of academic integrity.

**You are obliged to have read and understood the University's policy on academic misconduct (see the link above).** Here you will find the University's guidelines on plagiarism, how to avoid it, what will happen if plagiarism is suspected, and what will happen if plagiarism has occurred.

If you present as your own ideas those which are in fact drawn from the work of others, or you submit work of your own that has previously been submitted for assessment, you run the risk of being penalised by your examiners, as well as being disciplined by the University. The Faculty is aware that some students are initially unclear as to what constitutes fair and unfair use of the work of others: here follows some guidance on the subject.

The problem of plagiarism relates to all types of written and orally delivered work. Supervisors will routinely advise their students whether they are giving adequate recognition to the ideas formulated by other scholars. It is clearly safer to be over-scrupulous in attributing other writers' ideas than to be too sparing in making acknowledgements. The experience of attending lectures and reading academic books and articles will also help to demonstrate in detail how established scholars acknowledge the contribution of their predecessors in the field.

As a PhD candidate, you will be expected to have a solid grasp of existing publications relevant to the topic, but the work that you submit must be your own, except where the contributions of others are acknowledged. Consequently it is essential when you are working on, and writing up, your thesis to be extremely careful to distinguish your own ideas from those of others, and to show by means of footnote references (and quotation marks, when you are using an author's own words) occasions when you are alluding to someone else's work. In any case, you should be aiming to 'make the argument your own'

by using your own words and providing your own judgements on the other authors' views, rather than following closely someone else's argument and examples. Likewise, when referring to ancient authors or documents you should add references in the footnotes, so that the reader can find the passage in question: you are required by the Regulations to 'give full references to sources'. If you use a printed English translation, you should also acknowledge its source (eg Loeb translation).

If you have concerns about any of these issues, you should consult your supervisor at an early stage. Postgraduates can also consult the Director of Postgraduate Studies.

The Faculty uses the anti-plagiarism software (Turnitin) for all written work submitted for registration and reviews and also for your final PhD thesis submission.

## Use of Classics Faculty Multi-Function Devices for Copying, Printing and Scanning by Postgraduate Students

There are 2 MFDs in the Faculty Library. Both devices can print in colour, staple and have A4 & A3 paper trays as standard:

	Location	Model No.	Speed ppm	Stapling	Booklet	A3
1	Classics Library (far end, near the Archive & fire exit)	MX6070N with internal finisher	60	√	X	√
3	Classics G.13 (Library Office)	MX3070N with internal finisher	30	√	X	√

‘Follow Me Printing’ software allows you print to the ‘Classics\_FindMe’ printer and then collect your printing from either of the MFD’s ONLY when you release the print job. You can install the ‘Classics\_FindMe’ printer on your own Mac or PC using the instructions on the SAHIS website (<https://sahis.csah.cam.ac.uk/print>) or ask the IT Helpdesk for help. Print jobs will be held in the queue for 96 hrs (4 days) before being purged from the print queue.

Swipe your University ID card against the card reader on the MFDs to release your prints, or to copy or scan a document. If you do not have your University ID card with you, you can log in manually with your Raven account using the on-screen keyboard or the pull-out keyboard. Scanning is configured to email your @cam email address. It is not possible to enter alternative email addresses when scanning to email.

Graduate Students will receive a FreeCredit printing balance at the start of the academic year: £20 for PhD students; and, £10 for Mphil. To top up your credit please go to the following website: <https://www.ds.cam.ac.uk/mydsprint/>. The cost of printing / photocopying is 5p per A4 sheet and 10p per A3 sheet in black and white and 20p per A4 sheet and 40p per A3 sheet in colour. The scanning facility can be used for free. A general photocopying card is available from Library staff to enable postgraduate to copy material for seminars and reading groups.

The capacity of the finishers in the library and the library office are 30 sets of documents. If you are printing more than 30 sets on these MFDs, then printed sets will need to be removed from the tray as they collate, otherwise the print job will stop. If you are using the MDFs to scan documents or pictures, you can reduce the impact of attachments to your mailbox storage by reducing the file size of the scan. Select a lower resolution for the scan on the scan page.

## Health, Safety and Security Information

A copy of the Faculty's Safety Policy is available on the Faculty website.

### Occupational Health Advisers

Tel. 01223 336594, or 36594 on internal phone

### Fire Action

In the event of the fire alarm sounding:

1. Leave building by the nearest exit
2. Do not use the lift
3. Report to assembly point by the Little Hall

In the event of a fire, flood or other serious incident **in normal working hours** inform the Faculty Administrator (Tel. 01223 335193 / 35193) or the Chairman of the Faculty (Tel. 01223 761007 / 61007).

In the event of a fire, flood or other serious incident **outside normal working hours**:

1. Operate the nearest fire alarm
2. Leave building by the nearest exit
3. Do not use the lift
4. Phone the University Central Security emergency number 101

The **University Central Security** number is Tel. **01223 331818 / 31818**. This office operates 24 hours every day of the year. **The emergency number is Tel. 101 on internal phone.**

### Mobility Disabilities

Students with mobility disabilities who are likely to be unable to use the stairs in the event of an emergency are asked to inform the Faculty Administrator, Mrs Jane Fisher-Hunt, so that a personal evacuation plan can be designed.

### Medical conditions

The Faculty maintains a confidential record of members of the Faculty with any specific medical conditions together with a note of urgent remedial action. If this applies to you, please consult the Chief Secretary.

### Report Book

When staff are unavailable and out of office hours, please report any matters of concern in the Report Book to be found by the Faculty Library issue desk.

### Smoking

No smoking is allowed in the Faculty building.

## **Lone Working Policy for the Faculty of Classics including the Faculty Library and the Museum of Classical Archaeology**

Working hours for the Faculty, its Library and the Museum are 9.00 – 5.00 p.m. Monday to Friday. The Museum is also open half-day on Saturdays in Full Term. The Museum is closed to visitors on Mondays.

During Full term, the Faculty's outside doors are unlocked between 8.30 am and 7 pm Monday – Friday. Outside Full Term, the outside doors are unlocked between 8.30 am and 5 pm during the week.

When the outside doors are locked, access is then available to staff, postgraduate students and visitors whose University card has been set to allow access at such times.

All staff, postgraduate students and visitors in the Faculty who wish to work in the Faculty outside working hours should follow the following guidelines.

It is ESSENTIAL that if you use the building out of hours, on your own, you have ID with you at all times – you will need your University Card to get you into the building, but you need ID in case a member of the University's Security team should ask to see it (as they are always entitled to do).

If working in the Faculty late at night or at weekends, tell others of your plans and liaise with other people working late. If you are worried about leaving late at night you can ring Security on (01223 3) 31818 and they will monitor your exit on CCTV.

You can contact Security who will check in regularly with you whilst you are working but you must conform to their instructions [“buddy” system].) Ring Security on (01223 3) 31818 when you begin work and leave them:

- 1) a contact number for you and details of the room where you are working
- 2) tell them the time you expect to be working to
- 3) *ring them when you leave*. If you fail to do this they will instigate a search and if they cannot find you will then contact the department's emergency keyholders.

Before you start working on your own, ensure that you are aware of

- emergency exits,
- location of first aid boxes,
- location of a telephone in case of an emergency (if you don't carry a mobile)
- how to call for help in an emergency.

Security can be reached IN EMERGENCIES ONLY on 101 (on internal phone) or on 01223 331818 (outside the network). Police/ambulance/fire can be reached by dialing 1999 (on internal phone) or 999 (outside the network).

You are advised to carry a mobile phone with you, on silent mode. You are advised not to listen to headphones as these might prevent you from hearing fire alarms.

Before leaving the Faculty at night and at weekends check that computers, printers and other equipment are switched off (where appropriate) and that doors and windows are closed.

You should familiarise yourself with the Health and Safety Division's booklet *Guidance to Lone Working in the University of Cambridge* (found at <https://www.safety.admin.cam.ac.uk/policy-guidance/miscellaneous/hsd052m-lone-working>).