

FACULTY OF CLASSICS

PHD
HANDBOOK
2024-25



UNIVERSITY OF
CAMBRIDGE

Faculty of
Classics



Welcome to the Faculty of Classics!

This handbook contains some important information to get you started and for reference during your time as a PhD student.

The main source of information on all aspects of Classics and University life is the Faculty of Classics website (<https://www.classics.cam.ac.uk/>).

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

If you find anything wrong or unclear in this handbook, please do let us know by emailing pg@classics.cam.ac.uk.

Substantive changes since v.2.0

passim Main email address changed to pg@classics.cam.ac.uk

passim 'Primary Supervisor' made the usual term (a.k.a. 'Principal Supervisor')

p.6 on typical frequency of meetings with Supervisors

Reference

Academic calendar 2024-25

Michaelmas Full Term: Tue. 8 Oct. – Fri. 6 Dec.

Lent Full Term: Tue. 21 Jan. – Fri 21 Mar.

Easter Full Term: Tue. 29 Apr. – Fri 20 Jun.

Lectures and seminars run in the period from the first Thursday to the last Wednesday of Full Term (e.g. 10 Oct. – 4 Dec. for Michaelmas). See also ‘week’ in the Glossary to this handbook.

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 (students’ union):	https://www.cusu.co.uk

Who’s Who

Director of Postgraduate Studies (DPS)

The Director of Postgraduate Studies, Prof. Christopher Whitton, has overall responsibility for postgraduate matters. His office is G.04. Email: clw36@cam.ac.uk.

Chief Secretary and Postgraduate Administrator

The Chief Secretary, Lina Undicino, and Postgraduate Administrator, Simon Flack, will be able to help with any administrative queries. Simon’s desk is in the front office (Reception), Lina’s next door in G.02. Both work from home some days. Email: pg@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.

What's What

Postgraduate Studies Committee (PSC)

Postgraduate 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 comprising staff members and elected student representatives, which meets termly to discuss issues related to undergraduate and postgraduate activities. You can raise matters through the Postgraduate Representative (graduate.representative@classics.cam.ac.uk).

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1. 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 Primary 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.'

The Faculty also advises that frontmatter (title page, contents page, acknowledgements, declarations, statements on length and plagiarism etc.) is not included in the word count. Captions for images, lists of illustrations, and the table of contents are not included.

There is 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 Supervisor (often referred to as 'Principal Supervisor' or simply your Supervisor) and an Academic Advisor (unofficially sometimes referred to as 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 Co-Supervisors.

The role of Supervisors is to offer intellectual and practical guidance to students in relation to their dissertations and wider career development. The Degree Committee expects Supervisors to meet their research students typically every two to four weeks in term, with a normal minimum of three meetings per term, 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.

During your first term you will be allocated an Academic Advisor. The role of the Academic Advisor 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). Academic Advisors 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 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 Academic Advisor to act as your internal examiner.

Your Supervisor will write a termly report on your progress. This is made available to the Postgraduate Studies Committee, your Postgraduate Tutor in College and yourself through CamSIS. You are encouraged to discuss it with your Supervisor.

The University's 'Code of Practice for research students' document lends context to the paragraphs above by explaining more generically what is expected of you, your Supervisor and the Faculty. You can find it at

Registration for the PhD (Year 1)

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 Academic Advisor; the other will be a UTO or CTO other than your 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 2024 will go through the registration process before the end of Easter Term 2025 – that is, before 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.
- (c) your Personal Development Plan (PDP) (submitted online), 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 Academic Advisor in good time to make the necessary arrangements. Normally, the Supervisor and the Academic Advisor will confer about which senior member will share in the registration, and the Academic Advisor will arrange the meeting between you and the assessors, and agree a date for you to submit the necessary materials (typically a week in advance). You should discuss what you will submit with your Supervisor.

The meeting generally lasts from half an hour to an hour, during which your work and your plans and progress report are discussed. Afterwards the assessors write a report and make one of three recommendations:

- (a) That the candidate be registered for the PhD.
- (b) Deferral of registration. This may be owing to concerns over the planned project, or work of an inadequate standard, or because the candidate does not yet have sufficient skills. The assessors and Supervisor should agree a future date for the deferred registration exercise to take place. This will normally be between three and six months later.
- (c) That the candidate not proceed to the PhD. This course is extremely rare.

The report 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.

Your Personal Development Plan should in addition be submitted to the Faculty by the end of Full Easter. For further details, see below.

Annual review (subsequent years)

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 Academic Advisor. 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 Academic Advisor 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) (submitted online), 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 goes to your Supervisor for comment (if they have 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 sixth term. 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 Plan (PDP)

Your annual Personal Development Plan 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. As well as being submitted for registration/review, the PDP 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 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 through Self-Service in CamSIS. Details of these procedures are [here](#).

Appointment of Examiners

As your thesis approaches 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; the Degree Committee will agree on a pair of Examiners, who will then be invited. Bear in mind that the Degree Committee meets **only in term-time**, usually three times per term. In general, you should submit the form **at least three months** before your submission, and **prior to week 6** of the term before you plan to submit. If you plan to submit between August and December, you should submit your form well before the end of Easter Term.

The form can be found on Moodle under '[Ph.D in Classics](#)'.

Submission

When your thesis is complete, you will need to submit it via the Moodle course 'Faculty of Classics Turnitin for PhD Examination' and submit a 'Statement of Length and Declaration Form' to pg@classics.cam.ac.uk. The form is [here](#).

Further Faculty guidance on preparing and submitting your thesis can be found on the Moodle Course Ph.D in Classics, under 'Approaching Submission'. University guidance can be found [here](#).

Oral examination (viva)

The viva typically takes place around two to three months after submission (dependent on timely submission of the Appointment of Examiners form). The examiners will be in touch with you directly to tell you the date they have agreed. Vivas normally take place in Cambridge, but may be held virtually. The examination typically lasts between 90 minutes and 3 hours. According to University guidance for examiners, it should allow:

- the candidate to defend their thesis and clarify any matters raised by the Examiners;
- the Examiners to probe the candidate's knowledge in the general field;
- the Examiners to assure themselves that the work presented is the candidate's own and to clarify matters of any collaboration; and
- the Examiners to come to a definite conclusion about the outcome of the examination.

After the viva the Examiners 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](#).

From submission to graduation

After submitting your dissertation you will need to prepare for your viva; and after approval you may be required to make corrections. 3 months are allowed for 'minor corrections', 6 months for 'major corrections' (these are the two commonest recommendations, but others are possible). Provided your Examiners declare themselves satisfied with the corrections, you will be notified that you have been approved for the PhD, and you will be removed from the Register of Postgraduate Students. This is the point at which you can apply through your College to graduate, i.e. have your degree conferred. You may do this in person or in absence at one of the University's regular Congregations, which take place around ten times a year. You do not hold a doctorate until you have graduated.

You are not normally entitled to funding for travel from the Faculty after your viva (see [below](#)).

Former PhD students who offer College supervisions for Classics undergraduates (or MMLL students taking a Classical language) may book Faculty rooms for teaching during office hours. Former PhD students seeking out-of-hours access to the Classics Faculty Library need to write to the Chair of the Faculty for approval.

Because the duration of a PhD can vary from the standard three years (e.g. through intermission), 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 (on pg@classics.cam.ac.uk) for help.

Deregistration (withdrawal from the register)

The standard length of a full-time Classics PhD students is three years (nine terms); 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 twelfth term in residence (discounting any intermission); otherwise they are **automatically withdrawn** from study by Student Registry. **The Faculty strongly urges students to avoid this.** For information regarding tenth-term (and, in exceptional circumstances, eleventh-term) funding, please see the 'Postgraduate Studies Fund' section below.

Students who have been withdrawn from study lose access to their Raven accounts (email, journals, etc.) and various other University resources. If you submit **within 6 months** of being withdrawn, you do not need to apply to be reinstated. If you submit **after 6 months** have passed, you have to apply to Student Registry to be reinstated in order to submit. This process is lengthy and not guaranteed, and requires the approval of your Supervisor, your College, the Chair of the Faculty, the Degree Committee and the Board of Postgraduate Studies. For students with a deadline for submission of the thesis or revised thesis on or after 1 October 2024, you **cannot apply** for instatement (and therefore cannot submit a thesis) **after 5 years** have passed.

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

The authoritative source of information on these regulations is [here](#).

2. Resources

Libraries

Most Classics postgraduate students make the **Faculty Library** (<https://www.classics.cam.ac.uk/library>) their main base. You will have access 24/7 once you have signed the 24-hour 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. Those granted this access must not admit others to the building when it is closed. Please ensure that unauthorised persons do not enter the building when you use the automated doors out of hours; that means allowing the door to shut on someone, even if it seems rude, unless you are sure they are authorised.

The library collection is excellent, and in regular use. Use your University card to borrow, using the self-service machine. 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.

New students are given a library tour, and the library team are always glad to help with enquiries: feel free to knock on the office door if you find the desk unmanned during working hours. Recommendations for new books are always welcome (email library@classics.cam.ac.uk).

You will also want to register to use the **University Library** (UL), a short walk away on West Road. One of the three 'deposit libraries' in England, its collection duplicates many of the holdings of the Faculty Library, and complements them. Much of the collection is in open stacks and most of the rest can be fetched within 24 hours; it has several reading rooms and study spaces, and you will be given borrowing rights. There is a handy **scan and deliver** service (<https://www.lib.cam.ac.uk/using-library/zero-contact-services/scan-and-deliver>), and you can request books, chapters and articles from anywhere in the world through the **interlibrary loans** service (<https://www.lib.cam.ac.uk/collections/departments/inter-library-loans>). There is also a legendary tea room.

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 and Middle Eastern Studies, English, Philosophy). Some may allow you to borrow books.

Common room

The postgraduate common room is Room G.10. The common room provides a valuable social space, as well as various practical facilities (e.g. the ever-essential kettle, for all things caffeinated). Please keep it clean and tidy! Postgraduate students also have access to the common room in Stage 3 of the building (G.22).

Museum of Classical Archaeology and Cast Gallery

The Museum of Classical Archaeology located in the Faculty is home to one of the three major surviving plaster cast collections in the UK. The Museum's Cast Gallery (directly above the Library) is open to all 10am-5pm Tuesday-Friday and 2-5pm on Saturdays during term only.

You are welcome to use the Gallery as a space to work, relax and wander. There are chairs around it, many of which can be moved around to facilitate teaching, and using the space for supervisions is encouraged, whether you are teaching from the collection or not. There is no need to book. For security reasons, postgraduate access is limited to opening hours.

The Museum also has a small collection of original artefacts (some on display in 1.04), a large collection of sherds, and a collection of epigraphic squeezes. All are available for teaching; access needs to be booked in advance.

The Museum runs several volunteer programmes, ranging from collections roles to LGBTQ+ tour guides to the Minimus Latin After School Latin programme, which has seen student volunteers running Latin clubs in local primary schools for more than a decade. There are also opportunities for PhD students to get more focused museum experience, as paid Museum Invigilators (staffing the Museum at weekends), with paid Graduate Bursaries (workign with collections and front of house) and through Grads Curate, a voluntary programme which offers the opportunity to put together a small display.

Join [MyMOCA](#) on Facebook to get updates about the Museum. You're also welcome to join [MOCASoc](#), a student society. To find out more, visit the [website](#) or contact the Curator, Dr Susanne Turner (smt41@cam.ac.uk).

Computing

In the Faculty Library you'll find four shared Windows desktop computers at the far end for general use, including Microsoft Office applications. There is a printer for student use in the library connected to the University's managed print service. Eduroam wi-fi is available through the Faculty building.

You can find out more information about the University IT services at <https://help.uis.cam.ac.uk/new-starters/get-started-with-it-for-new-students>.

Copying, printing and scanning

There are 2 MFDs in the Faculty Library. Both devices can print in colour, staple and print A4 and A3. One is in the Library Office (G.13) behind the issue desk. The other is at the far end of the library, near the Archive and fire exit.

'Follow Me Printing' software lets you print to the 'Classics_FindMe' printer and then collect your printing from either of the MFDs when you release the print job. You can install the 'Classics_FindMe' printer using the instructions on the SAHIS website (<https://sahis.csah.cam.ac.uk/print>), or ask the IT Helpdesk (helpdesk@classics.cam.ac.uk) for help. Print jobs will be held in the queue for 96 hours (4 days), then deleted.

Swipe your University ID card against the card reader on the MFD to release your prints, or to copy or scan a document. Scans are sent to your @cam.ac.uk email address.

Postgraduate students 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 <http://www.ds.cam.ac.uk/mydsprint>. The cost of printing and 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. Scanning is free. A card is available from the Library staff to enable postgraduate to copy material for Faculty seminars, classes and reading groups at no charge.

Using Faculty rooms for teaching

If you are giving college supervisions to Classics undergraduates (or MMLL students taking a Classical language), you may book Faculty rooms for that purpose during office hours. The Cast Gallery can be used for supervisions during its opening hours (see above) without the need for booking.

3. Languages and skills training

Modern languages

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, online 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, 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 language.

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); a range of relevant courses are provided within the University.

The Faculty periodically runs sessions on topics such as how to publish and on how to get a job in the Classics. Together with your Supervisor you will need to decide the particular package most suited to your needs and interests, drawing up a personal programme ('Personal Development Plan', PDP) 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

For details of the Faculty's training framework, please see <https://www.classics.cam.ac.uk/student-information/graduate-students-1/graduate-training/>.

The University's skills portal is at <https://www.postgraduate.study.cam.ac.uk/why-cambridge/support/skills-training>. 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.

Specialist skills courses

Academic reading courses in German

German for Classicists is taught by Paul A. Hoegger (pah38@cam.ac.uk), 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 2024 until March 2025, will consist of 15 classes of 90 minutes each. It is offered at three levels of proficiency:

Total beginners	Thursdays 11.30-11, starting 17 October 2024
Intermediate 1	Tuesdays 11.30-11, starting 22 October 2024
Intermediate 2	Fridays 1.30-3, starting 18 October 2024

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 at: <https://www.training.cam.ac.uk/lc/theme/LAP?providerId=399495>. NB there are other basic (= total beginners) LAP courses. Please make sure you enrol in the correct course. Look out for 'primarily for Classicists'.

Mr Paul Hoegger (pah3)

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 four on different types of Roman epigraphy (concluding with a session on the Greek epigraphy of the Roman Empire). 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 (ro225) and Dr Ben Kolbeck (bgrk2)

Mediaeval Latin manuscripts

There will be three classes: on Late-Antique and Early Medieval Latin, High-Medieval Latin, and Late-Medieval and Renaissance Latin. Each will meet once per week for 20 weeks (MT, LT, and ET weeks 1-4). They should be in the History Faculty Boardroom: classes 1 and 2 on Friday mornings; and classes 3 on Monday or Tuesday mornings (subject to confirmation).

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) and 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)

Mycenaean epigraphy

MPhil students interested in taking the Mycenaean epigraphy exercise in place of the second 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. PhD students are also welcome.

Prof. Torsten Meissner (tm10012)

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. PhD students are also welcome.

Dr Adrian Popescu (ap345), Affiliated Lecturer in Numismatics

Textual criticism and palaeography

MPhil candidates interested in doing an exercise in either textual criticism or palaeography as a substitute for an essay should contact Prof. Stephen Oakley. All postgraduate students are welcome to attend the Part II lectures in Greek and Latin textual criticism (the course called 'A4').

Prof. Stephen Oakley (spo23), Kennedy Professor of Latin

4. Lectures, seminars and conferences

Undergraduate lectures

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. Details of courses in the Faculty are at <https://www.classics.cam.ac.uk/student-information/undergraduate-students> (follow the tabs on the left for Part IA, Part IB and Part II), and termly lecture timetables are at <https://www.classics.cam.ac.uk/student-information>. You may find Part II (= final-year undergraduate) lecture courses useful for your research, and you are welcome to attend them; there's no need to ask the lecturer in advance. Handouts and other materials are increasingly posted on Moodle rather than distributed in hard copy. You should be able to self-enroll on each 'Moodle course'.

Caucus seminars

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, a valuable change from your own work, a chance to acquire a wider knowledge of the discipline, and an important opportunity to socialise (there is generally an optional pub visit afterwards). In most terms there is at least one seminar (usually weekly) organised by each of the main Caucuses (subject groups) within the Faculty, held on weekdays in the late afternoon. They are aimed at postgraduate students, postdoctoral researchers and academics.

- A Greek and Latin literature
- B Philosophy
- C History
- D Art and archaeology
- E Philology and linguistics
- X Interdisciplinary approaches to the ancient world, and classical reception

Lists of seminars are published each term at <https://www.classics.cam.ac.uk/seminars>. Suggestions for inviting outside speakers are always welcome; please direct these to the Secretary or Chair of the relevant Caucus. PhD students are normally invited to give a seminar at least once, typically in their second or third year.

Postgraduate interdisciplinary seminar (GIS)

[the acronym preferred not to be changed when 'graduates' were renamed 'postgraduates' ...]

This seminar meets at 4.15pm in G.21 every Friday during Full Term. It is organised by postgraduates in the Faculty, and normally only attended by postgraduates. Each week, two students give a short presentation of work in progress followed by a discussion. There is a break for tea and biscuits, and a trip to a nearby pub afterwards at 6 pm. This is an excellent change to find out about other people's work, to roadtest your own, to see what's happening outside your own Caucus (so broadening your general knowledge as a Classicist) and to get used to taking part in seminars in an informal context: the emphasis is on work in progress and trying out ideas, rather than giving polished performances. All postgraduates in the faculty are welcome. Details are posted at <https://www.classics.cam.ac.uk/seminars/gis>

MPhil Text and Topic seminars

You can find details of these in the MPhil handbook. Beginning PhD students are welcome to join if numbers allow, and provided you're willing to commit to attend the whole series of a given seminar (typically six sessions). Please write to pg@classics.cam.ac.uk if you are interested.

Research skills seminars

These are mostly held at the start of Michaelmas Term. They are compulsory for MPhil students, and PhD students are welcome. Details can be found in the MPhil handbook.

Cambridge Philological Society

The Cambridge Philological Society meets two or three times a term on Thursdays at 4.30pm (with tea at 4pm), either in G.21 or in a College, to hear papers on classical topics. (Despite its name, it is concerned with the full range of classical scholarship.) Membership is open to all, and currently costs £14 (including electronic access to the *Cambridge Classical Journal*) or £20 (including a hard copy of the journal) per year. As of 2024/25, the Faculty meets the cost of membership at the £14 rate for any PhD students in Classics who wish to join.

To take this up, please send a completed [membership form](#) (leaving the bank details blank) to Lyn Bailey (lkb24@cam.ac.uk), including details of your status (e.g. '2nd-year PhD student, supervised by Prof. XXX'). If you are already a member, please send in the same form and the cost will be taken over by the Faculty from the end of your current membership year; you will also need to cancel the standing order mandate with your bank.

From the end of the year in which you are approved for the PhD or complete your fourth year as a PhD student (whichever is earlier), membership may be maintained at your own expense. Information about the Society can be found at <https://www.classics.cam.ac.uk/seminars/philological>.

Conferences

You are encouraged to attend conferences in and away from Cambridge that are relevant to your work. In the case of conferences held in the Faculty, the Faculty will normally cover any registration fees. For conferences away from Cambridge, funding is available (see below under HAT grants).

Funding is also available for postgraduate students wishing to organise conferences. Guidelines are available on Moodle under 'general postgraduate resources'.

5. Teaching opportunities

PhD students are encouraged to gain experience in teaching undergraduates. There are three main areas of opportunity.

Undergraduate lectures given by PhD students

PhD students have the opportunity to write and deliver a lecture to Part II (final year) undergraduates in the Easter Term. A call for proposals will be issued earlier in the year. Lectures are normally tied to Part II courses, extending the content of the lectures already given and drawing on your own work. You will be given mentoring and feedback.

Postgraduate Teaching Assistants (PTAs)

Every year the Faculty appoints a number of Postgraduate Teaching Assistants. These bursaries are intended to provide postgraduate students with substantial teaching experience and a valuable addition to their CVs. PTAs normally contribute to the programme of 'reading classes' (one-hour sessions with groups of around a dozen undergraduates, working through their set texts). Individual PTAs can choose to offer one or both of Greek and Latin, and there is no standard total number of hours to which a PTA must commit. The teaching is paid by the hour and 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 made by email in Easter Term, with interviews held around June.

A course of **training classes** is offered in Easter Term. These classes are a chance to consolidate and review advanced syntax and to practise grammatical analysis of Greek and Latin texts and its interpretative implications. They are highly recommended for PhD students who intend to apply for PTA positions but are also meant to provide training for College language supervisions (see below) and all PhD students are welcome. Those interested in either class should email the postgraduate language co-ordinator, Mr Franco Basso (fggb2@cam.ac.uk).

College supervising

Besides their lectures and classes in the Faculty, undergraduates receive several supervisions each week in Full Term. Students except those in their final year typically have weekly supervisions in Greek and Latin language (plus optionally composition, i.e. translation into Greek and Latin). Some will also have reading classes, similar to those given in the Faculty (see above). All usually have one 'essay supervision' a week, for which they write a substantial essay in advance. These are tied more or less directly to lecture courses. Supervisions may be one-on-one; more often the students are taught in a group of 2, 3 or occasionally more.

Undergraduate supervisions are given by a mixture of academics, postdoctoral researchers and postgraduates; they are arranged by Directors of Studies (see the glossary) in the Colleges, and paid at an hourly rate. Most PhD students choose to do some supervising (usually not in their first year as postgraduate students), gaining valuable experience and making an important contribution in the process. If you are interested in supervising, talk first to your Supervisor, who can advise on options and on how to find opportunities.

It is important to strike the right balance between commitments like this and your own research. The maximum permitted by the University is 10 hours per week (some funding bodies and international visas may set lower limits), but even 6 would be a heavy load. Bear in mind that each contact hour can equate to several hours in total (liaising with students, preparing materials, reading secondary literature, writing reports, not to mention marking work), and think strategically: for instance, teaching three groups for the same topic is a lot less work than teaching three groups for three different things.

The Faculty organises compulsory **training sessions** for prospective supervisors in March/April each year and circulates to Directors of Studies a list of those who have attended them. Details of these sessions will be sent out in the Lent Term.

6. 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 the Michaelmas Term and usually last for a single year.

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 Studies Fund

‘Tenth-term funding’. To help support the final stages of completion of a PhD thesis, doctoral students may apply for a grant from the Faculty’s Postgraduate Studies Fund (commonly referred to as ‘tenth-term funding’). In exceptional circumstances, 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/course/view.php?id=99182>).

Financial hardship. Applications to the Postgraduate Studies Fund can be made on the basis of unexpected financial hardship at any point in a student’s degree. Again you must also look to any College and University funds available.

Childcare support. Postgraduate students may claim reimbursement of unavoidable out-of-pocket expenses for childcare incurred when attending Faculty seminars outside normal working hours (weekdays 9am-5pm) 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

The Faculty is fortunate in being able to offer a limited amount of travel funding to 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 consult archives or 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 described below, 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, the student becomes eligible for funding again until the date of resubmission or (if applicable) a further viva examination.

Henry Arthur Thomas awards (‘HAT grants’)

If you are planning to travel **in connection with your studies** (for example, to attend a conference or to visit a museum or library to study a particular object), you may apply for support from the Faculty’s Henry Arthur Thomas Fund. For applications for £75 or more you must also approach your College for funding. Each postgraduate student has an individual annual allowance; for 2024-25 this is £1000. Details of how to apply and how this money can be spent, along with an application form, can be found on Moodle at <https://www.vle.cam.ac.uk/course/view.php?id=99192>.

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 (Dr Yannis Galanakis, ig298@cam.ac.uk) prior to the expenditure.

The **costs of binding** for final hardbound thesis submission to the University Library may also be met through the HAT fund, if funding is not available from your College. Only the cost of elements of binding required by the University will be reimbursed.

If you have any queries, please contact Dr Galanakis (ig298@cam.ac.uk).

Corbett travel awards

If your travel plans are **unconnected with research** you may apply for a Corbett Travel Award. Preference is given to students 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 available on Moodle (as above), and must be returned before the division [i.e. the end of the fourth week] 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 you to obtain University travel insurance. See <https://www.cambridgestudents.cam.ac.uk/your-course/postgraduate-study/your-student-status/work-away>

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/files/cambridge_ahrc_dtp_rtsg_guidance.pdf

Risk assessments

Students should contact the Faculty Administrator to arrange 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.

7. 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 who will be 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 above). An elected postgraduate representative sits on the Faculty Board, the Library Committee and the Student-Staff Joint Committee, which meets regularly with senior members and the Faculty Officers. The current Postgraduate Representative (until the end of 2024) is Oliver Parkes (graduate.representative@classics.cam.ac.uk), who will host a ‘meet-and-greet’ session for new postgraduates at the beginning of Michaelmas Term.

Troubleshooting and support

The Director of Postgraduate Studies, Prof. Christopher Whitton (clw36@cam.ac.uk) is responsible for ensuring that the needs of postgraduate students are properly catered for. He meets all new PhD students during their first 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 Academic Advisor) 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 DPS is your Supervisor, approach the Chair of the Faculty Board, who is Prof. James Warren in Michaelmas and Prof. Emily Gowers thenceforth).

It is a good idea to make contact with your Postgraduate Tutor in College, 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 your Supervisor, the Director of Postgraduate Studies and your Postgraduate Tutor know **at once**.

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/>.

Advice on academic misconduct is included in the Appendices to this handbook. 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, 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 (students and both academic and 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 (e.g. 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: for instance, when an important meeting is scheduled at a time when those with family responsibilities are unlikely to be able to attend).

Harassment and direct discrimination are always wrong and we 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 family responsibilities or on religious holy days. Nevertheless, indirect discrimination should be avoided whenever possible. It is always worth letting someone in the Faculty know if you perceive it, and it may be appropriate to report it.

If you have experienced harassment or discrimination, you can get advice on how to report it and/or get support at <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). He is available to talk through, in complete confidence, any equalities-related issues you would like to discuss with him; please do not hesitate to contact him if you would like to meet with him. There are several other possible places to seek advice: (a) your Advisor (b) your Tutor in College or (c) the Director of Postgraduate Studies. The Faculty Administrative Officer, Mr Nigel Thompson (administrator@classics.cam.ac.uk), is always happy to offer advice about where best 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 Accessibility and Disability Resource Centre (ADRC) for help and advice. It is 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 ADRC:

- Information and advice on disability issues
- Specialist one-to-one 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 ADRC can also provide a **Student Support Document (SSD)** outlining reasonable adjustments that must be made by the Faculty, such as lecture recording, flexibility with deadlines and special arrangements for examinations. 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; see <https://www.disabled.cusu.cam.ac.uk/>.

The Faculty's Disability Liaison Officer is Mr Nigel Thompson (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 [here](#).

For information on access to buildings in the University, please see [here](#). The Faculty follows the University's Code of Practice in relation to reasonable adjustment for disabled students, details of which can be found [here](#).

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 are circulated in emails to all postgraduate students from time to time by the Chief Secretary, Postgraduate

Administrator or the Postgraduate Representative. It is also a good idea to look regularly at the Faculty website. You might also like to join a national classicists' email 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 lists are:

JISC M@IL: classicgrads@jiscmail.ac.uk see www.jiscmail.ac.uk/lists/CLASSICSGRADS.html

Classics listserv: classicists@listserv.liv.ac.uk see <http://listserv.liv.ac.uk/archives/classicists.html>

8. Glossary of Cambridge words and phrases

Academic: someone employed by the University or a College to teach and/or research.

Academic Advisor: as well as a (Primary/Principal) Supervisor you will also be allocated, during your first term, an Academic Advisor. The degree of involvement of an Academic Advisor in their students' research varies, but they do have an important role in the registration and review processes. You will sometimes hear the former term 'secondary supervisor' used.

Academic year: the year from 1 October to 30 September.

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

Caucus: a subject division within the Faculty. The six Caucuses are A (literature), B (philosophy), C (history), D (art and archaeology), E (philology and linguistics) and X (interdisciplinary studies and classical reception). Each Caucus has a Secretary and Chair from among the UTOs in that subject.

Chair: the Chair of the Faculty Board (generally known as 'Chair of the Faculty') has *de facto* responsibility for the running of the Faculty. The position is held by a UTO and rotates every 2-3 years. In Michaelmas 2024 the Chair is Prof. James Warren. From Lent 2025 it will be Prof. Emily Gowers.

Class: distinguished from a lecture by the expectation of audience participation.

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

Convenor: the senior member tasked with organising an MPhil 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 Primary Supervisor cannot cover adequately. The Co-Supervisor may be based outside the Faculty. If you have this kind of arrangement you will often have an Academic Advisor too.

Degree Committee: the body of UTOs (identical with the Faculty Board) who oversee admission, registration, review and the award of degrees.

Director of Postgraduate Studies (DPS): the UTO tasked with overseeing the MPhil and PhD programmes. In 2024-25 this is Prof. Christopher Whitton, clw36@cam.ac.uk.

Director of Studies (DoS) in Classics: the individual responsible for the studies of undergraduate students in Classics in a given College. This is most often a Fellow of the College. You may meet the Classics DoS of your College in a social capacity (e.g. drinks parties or a Classics Society), but s/he has no formal responsibility for postgraduates.

Dissertation: another word for 'Thesis'.

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 called a 'Faculty' rather than a 'Department'. The word 'Faculty' is used both for the institutional structure and for the building (but not for academics in general).

Faculty Board: ultimate authority for decision-making in the Faculty lies with the Faculty Board, a body of 19 UTOs and others whose membership varies annually.

Fellow: a senior member of a College. All UTOs in Classics hold Fellowships in Colleges, but not all Classics Fellows of Colleges are UTOs (see CTO and JRF).

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 former term for a Postgraduate Student.

Holiday: properly, time spent off work. Loosely, used by undergraduates for 'vacation' (the period between terms). PhD students are expected to take holidays, but otherwise to work through the vacations.

Intensive Greek/Latin: Greek or Latin studied by undergraduates from beginner or intermediate level.

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

Junior Research Fellow (JRF): a postdoctoral researcher employed by one of the colleges.

Lecture: most commonly a scheduled lecture given to undergraduates (but open to postgraduates). Lectures usually occupy 1-hour slots, starting at 5 minutes past the hour and ending at 5 minutes to the hour.

Lent: see ‘Term’.

Michaelmas: see ‘Term’.

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

Oral examination: the ‘viva’ (see description above in the handbook).

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 60–75% of their time on the PhD.

Postdoctoral Researcher (‘postdoc’): 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: the Postgraduate Student (by convention a PhD student) periodically elected to represent the views and any concerns of the postgraduate body to the Faculty Board.

Postgraduate student: a student who already holds a BA or equivalent. In the Faculty you will meet MPhil and PhD students.

Professor: another term for UTO. They come in three flavours: Assistant Professor, Associate Professor and (Full) Professor. Confusingly, only Full Professors are addressed by the title ‘Professor’; ‘Dr’ is used for all others who hold a PhD, and ‘Mr/Mrs/Miss/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 ‘postgraduate seminars’. They are attended by MPhil and PhD students, as well as Senior Members of the Faculty and some visitors.

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.

Second Supervisor: see ‘Academic Advisor’.

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: 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. PhD students are usually supervised one-to-one. You may also be invited in the course of your studies to supervise undergraduates: this is usually in groups of one to three students.

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 an Academic Advisor. 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. ‘Full Term’ is the period when students are required to be in residence and within which lectures, seminars and other scheduled events take place. Like academics, postgraduate students are expected to work in the vacations as well, allowing for reasonable holidays. The names of the terms were originally taken from the Christian calendar, but have no religious significance now.

Text and Topic seminars: 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, welfare etc. The term is not used in connection with the Faculty.

Undergraduate: a student studying for their first degree.

University Teaching Officer (UTO): 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.

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. Full Term has eight weeks. Undergraduate *lectures* begin on Thursdays, so that 'lecture week 1' runs from Thursday to Wednesday. But undergraduate *supervisions* begin on Mondays, so that 'supervision week 1' runs from the following Monday, and 'supervision week 8' runs to the Friday *after* lectures end. 'Week 1' may refer to either of these (one of Cambridge's more confusing conventions), and it is worth checking if you are unsure.

9. Appendices

Plagiarism and 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 submitted for formal assessment at this University or another institution, or for publication elsewhere, without acknowledgement;
- Using any unacknowledged content generated by AI;
- 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, or allowing others to use the ideas or words of joint work without acknowledgment.

The University's policy on academic misconduct is [here](#).

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 thesis submission. Details are available on request to pg@classics.cam.ac.uk.

Health, safety and security

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) or the Chairman of the Faculty (Tel. 01223 761007).

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**. This office operates 24 hours every day of the year. **The emergency number is 101 on internal phones.**

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

Working hours for the Faculty, its Library and the Museum are 9–5pm Monday to Friday. The Museum is also open half-days 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 to 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 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, and 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 331818 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 331818 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 University’s *Guidance to Lone Working in the University of Cambridge* (found [here](#)).