FACULTY OF CLASSICS
MPhil Handbook

2019-20
Cover illustration:

Relief of a Dancing Maenad

Cast, Museum of Classical Archaeology, Cambridge.
Welcome to the Faculty of Classics!

This handbook contains all the important information regarding the 2019–20 MPhil in Classics at Cambridge. Please read it carefully. Any important changes will be circulated during the year. Other useful information will be provided during induction and is available on the Faculty website https://www.classics.cam.ac.uk which is the main source of information on all aspects of classics in the University.

Reference

Calendar 2019-20

Michaelmas Full Term: 8 October – 6 Dec
Lent Full Term: 14 January – 13 March
Easter Full Term: 21 April – 12 June

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://www.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

Support for Students

Academic Graduate Secretary
The Academic Graduate Secretary, Professor Tim Whitmarsh is responsible for the overall running of the course and will be able to help and advise on any aspect of MPhil life. His office is G.04. Email: tigw100@cam.ac.uk.

Chief Secretary to the Faculty (room G.02a, behind the Enquiries Office) and Graduate Administrator (Enquiries Office)
The Chief Secretary, Lina Undicino, and the Graduate Administrator, Simon Flack, will be able to help with any administrative queries. Email: graduate.secretary@classics.cam.ac.uk.

MPhil Language Co-ordinator
The MPhil Language Co-ordinator, Dr Charlie Weiss, is responsible for organising Greek and Latin classes for those taking Language Exams. Email: cw322@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.

The Unofficial Graduate Handbook written by the Graduate Representative will give a student’s perspective about graduate study in classics.

This Handbook is revised annually and any suggestions for inclusion or exclusion are very welcome. Please send them to graduate.secretary@classics.cam.ac.uk

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.
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The MPhil in Classics

The MPhil is a self-contained course of study designed to give postgraduate students the opportunity to engage in focused research in classical subjects under close supervision, and to acquire or develop expertise relevant to their research interests. It is classified as a 'one-year' course, but the actual time taken is nine months – from the beginning of October to the end of the following June. It is expected that you will be in Cambridge working throughout almost all this period.

This MPhil challenges students to begin work as postgraduate researchers, organising their own time whilst working to set deadlines throughout the year. It allows students to acquire the skills and working methods needed for further research at doctoral level, whilst also providing an intellectually stimulating course for those not necessarily intending to continue in academia. For students used to the constraints of undergraduate courses and examinations the course provides a freedom to pursue personal research interests in greater depth and with a different kind of intensity. To undertake the MPhil is to become part of the academic community at large, learning how to engage in discussion of research papers at seminars, to present papers in a professional format and to make productive use of detailed feedback on successive drafts.

Every MPhil student works with a dedicated supervisor – who may, if appropriate, be different for different elements of the course – who offers guidance and encouragement and criticism. Regular seminars and one-to-one meetings allow for detailed discussion and development of research ideas. Students are encouraged to take advantage of the wide range of undergraduate lectures and graduate classes that the Faculty provides. The MPhil course is, therefore, an excellent opportunity to acquire expertise in new areas of study and new specialist skills.

The principal objectives of the course are as follows:

(i) To give students the experience and guidance necessary for them to be able to formulate realistic research proposals, and prepare written work based on such proposals to a strict timetable.

(ii) To show students how to marshal relevant bibliography and resources (including electronic resources), to broaden their appreciation of the principal issues that shape a given field, and to encourage them to develop insights which might form the basis of an original contribution to the debates in question.

(iii) To give students the experience of attending and contributing to a weekly graduate seminar, and in particular of presenting their own work and discussing the issues that arise from it with an audience of peers and senior members of the Faculty.

(iv) To provide teaching in a range of technical/specialist subjects central to research in the different branches of Classics, and to give students the opportunity to base some of their essay work on such teaching, or alternatively to be examined formally on the knowledge acquired.

(v) To provide students with the teaching necessary to bring an elementary knowledge of Greek and/or Latin to a standard adequate for research purposes, and to give them the opportunity to take an appropriate examination.

(vi) To provide students, where necessary, with the opportunity to learn the basics of ancient languages related to Greek and Latin, and to take an appropriate examination.

(vii) To encourage students to improve their knowledge of the modern languages in which research relevant to their principal field of interest is normally written.
Course Structure and Requirements

Working out a coherent scheme of topics for the MPhil course is something that the student does jointly with their supervisor. The course can cater for candidates who need to bring their elementary knowledge of Greek and/or Latin up to an appropriate standard. All who work with Greek and Latin texts are expected to work with them in the original language.

The work on which you will be assessed during the year is as follows:

(i) **A final thesis** of between 8,000 and 12,000 words, in any area of classics;

(ii) **Two essays**, each of about 4,000 words and in no case longer than 5,000 words, and a **third essay or assignment** agreed by the Degree Committee. This third element may be **one** of the following:

(a) another essay of about 4,000 words, and in no case longer than 5,000 words, within any area of classics;

(b) an essay of about 4,000 words, and in no case longer than 5,000 words, in a subject area which falls outside the teaching of the Classics Faculty;

(c) a language paper in Greek or Latin, to be taken at the start of the Easter Term (see below pp. 9);

(d) a language paper in another ancient language, or an exercise in an area such as numismatics, textual criticism/palaeography, or epigraphy, taken at the start of the Easter Term (see below p. 10).

Please note that although examined in the same way as essay two and essay/assignment three, the first essay (done in Michaelmas Term) is discounted if an agreed fail mark is awarded. Please also note that at least one of your essays should, wherever possible, be written in conjunction with one of the Faculty’s Text and Topics seminars and a preliminary draft of it presented to the seminar. Attendance at and full participation in the Text and Topics and Skills seminars is required for the successful completion of the degree. Attendance is monitored by convenors.

**Failure to observe word limits specified, and submission deadlines set, will be penalized.**

Your choice of options and subjects requires the approval of the Faculty’s Degree Committee. Among other considerations, the Committee will seek to ensure that there is no unacceptable overlap between the topics you choose, or between them and work you have done for any previous degree. You should make sure you discuss your intended programme of seminars and assignments with your supervisor. It will be appropriate for some of you to focus your research on particular material/questions and for others to range more broadly, experimenting sometimes with new areas/approaches. Everyone’s programme of study, however, should make sense as a programme, taking into account individual backgrounds, and aims after completion of the MPhil.
Division of your time
When allocating your study time over the year between the different elements of the course, it is worth bearing in mind that the thesis represents 50% of the course. You must pass both the ‘essay’ and the ‘thesis’ components to achieve a pass overall. You will find in the timetable (below pp. 27–28) the dates on which essays should be submitted. Although the final deadline for submission is later than these dates you should submit your essay on the submission date unless otherwise constrained by exceptional circumstances. Meeting these submission dates will ensure that you have plenty of space for the thesis.

The division of the Cambridge academic year into terms (Michaelmas Term, Lent Term, Easter Term) and vacations (Christmas Vacation, Easter Vacation, Long Vacation) is primarily intended for undergraduates. Graduate seminars fall entirely within term time, but graduates are expected to continue their work at Cambridge during vacations too. You should plan on spending almost all of the nine months of the course in Cambridge, barring short periods over the Christmas and Easter vacations.

Supervision

You have a supervisor assigned from the start. This will be the person - normally a teaching officer in the Classics Faculty - who is expected to supervise your MPhil thesis and organize your work more generally. You should discuss all the elements of your MPhil with your overall supervisor, even if you undertake elements of the course with other supervisors. If your plans change as the year proceeds, it may become appropriate to change your overall supervisor; in addition, adjustments may have to be made on account of sabbatical leave. Normally such changes are initiated by your present supervisor, but you may, if you prefer, approach Tim, the Academic Graduate Secretary, directly.

The key functions of your supervisor are:

(i) To meet with you as soon as possible after your arrival and to advise you on getting started, and organizing your work.

(ii) To stay in close touch with you throughout the year, discussing your overall plan of work, and formally approving all your essay titles etc.

(iii) To meet with you in November and December and advise you on developing your thesis topic, including formally approving the title and abstract (which are submitted in January).

(iv) Either to supervise your work on your essays, or to set you up with an appropriate supervisor for them, and where relevant, to advise you about classes etc., if you plan to take a language paper or offer an exercise in place of a third essay.

(v) To supervise work on your thesis, commenting on successive drafts of it. The final draft is, however, your responsibility.

Faculty guidelines recommend that MPhil supervisors and their students should meet formally at least fortnightly when the student is working on an essay or thesis under the guidance of the supervisor, and at least every three weeks when the student is working on an essay or exercise under someone else’s supervision. While it is helpful to discuss a project in general terms at the outset, supervisors and students often find it most productive to structure discussion around draft pieces of written work.
For your thesis you should expect to receive up to five advisory sessions with your supervisor or with other specialists suggested by your supervisor. Since it is very important that you begin the planning and work for your thesis in the Michaelmas term, these sessions will be spread over the year, even if in practice supervision normally becomes more intensive after Easter, as you start to focus exclusively on your thesis work. You must submit a thesis proposal during January. This should be 200-500 words long and give the examiners a clear idea of the topic of the thesis, the principal texts or material you will consider, and your likely approach. In Easter term you will have the opportunity to present the core ideas of the thesis to a dedicated thesis seminar.

It is your responsibility to arrange meetings with your supervisor, not your supervisor’s responsibility to contact you. Your supervisor may be absent from Cambridge at certain times of the year: you should schedule your meetings well in advance, especially those in May and early June for the thesis. Your supervisor needs time to read and comment on your work and cannot be expected always to find this time at short notice. He or she cannot be expected to turn round large chunks of work overnight, nor compensate at very short notice for failure to produce regular drafts throughout the term. He or she is neither the co-author of the piece nor a proofreader. He or she also has many calls on their time: if you fail to produce work for your supervisor on a date mutually agreed in advance, he or she may find rescheduling an appointment difficult.

If you are experiencing problems in contacting your supervisor, you should notify the Academic Graduate Secretary (or the Chair of the Faculty Board if the Academic Graduate Secretary is your supervisor). Note that students are expected to submit a full draft of their thesis to their supervisor by Friday 8 May; it is important also to have a full draft of your essays ready for your supervisor to read at least a fortnight before the submission date. If you do not do this, your supervisor may not be able to read a full draft.

**MPhil Seminars**

There are three sorts of MPhil seminars:

1. **Research Skills for Classics Graduates (MT & LT)**

All MPhil students will be expected to attend a series of six seminars on Research Skills for Classics graduates. These will take place at 2.00 p.m. on Wednesday and Thursday in week 0 and Tuesday and Wednesday in week 1 of Michaelmas Term (October 9, 10, 15 and 16 in 2019), and at 2.00pm on Tuesday and 5.00pm (please note the change of time) on Wednesday in week 0 of Lent Term (January 14 and 15 in 2020). They should be between 90 and 120 mins.

   Seminar 1: (Michaelmas Term) Making the most of the Cambridge MPhil: finding a topic and identifying a question, understanding the marking criteria, working with your supervisor, building a bibliography, structuring an argument (Tim Whitmarsh)

   Seminar 2: (Michaelmas Term) Finding primary sources: manuscripts, papyri, inscriptions, catalogues, site reports (Alessandro Launaro and Henry Spelman)

   Seminar 3: (Michaelmas Term) How to get on in Classics: writing a research proposal for a PhD and applying for a PhD or other career after the MPhil (Rebecca Flemming)

   Seminar 4: (Michaelmas Term) Tools for interpreting primary sources: using reference works, commentaries, concordances, databases of ancient texts, monographs and journals (Nick Denyer and David Butterfield)

   Seminar 5: (Lent Term) Using your IT skills: from research to presentation (Rupert Thompson and Yannis Galanakis)

   Seminar 6: (Lent Term) When, how, and where to give a scholarly paper or get a paper published (including Open Access issues) (Richard Hunter and Robin Osborne)

2. **MPhil Text and Topic Seminars (MT & LT)**
All MPhil students must attend at least one MPhil Text and Topic seminar in Michaelmas Term (MT) and one in Lent Term (LT). At least one piece of assessed work (normally either the first or the second essay) must relate to one of these seminars (although it will be supervised, and its topic agreed, not by the seminar convenors but by your designated supervisor). The ambition is for the courses both to explore a particular theme that offers a rich potential seam for further research and to give students some of the resources they need to write a submitted essay mining that seam. Students should have an initial discussion with their supervisor of the topic upon which they propose to write in connection with the seminar, and should then subsequently check that with the convenor(s) of the seminar.

MPhil students may attend more than one Text and Topic seminar in a particular term, in as far as timetabling allows that, but are discouraged from attending more than two: in particular, they should note that the seminars will involve preparatory work, active participation, and some element of student presentation. The preparation for a seminar may take as much as two to three days’ reading. Some seminars will involve close group reading of primary texts. Attendance and participation at one of these seminars in each term is a requirement of the degree: if for any reason you are unavoidably prevented from attending, e.g. by illness, you must contact the seminar convenor, where possible in advance, to explain the situation.

The seminars will normally meet weekly for six sessions of 90 to 120 minutes. Most will take place on Tuesday or Wednesday at 2.00 p.m. In Michaelmas Term the first session will be in week 2 (Tuesday 22 or Wednesday 23 October), although a brief meeting will be arranged before this to set up the programme for the first session.

The seminar convenor will inform you of the length of time you should speak for when making a presentation, and how the session will be organised. You are not expected to deliver a finished or polished product, and any questions and puzzlements you can address to your audience may prove more valuable, both to you and to them, than fully worked out theories or interpretations. An informal presentation, from notes, may work much better than reading out a written text. You should provide handouts of texts, site-plans (etc.) to be discussed, and you may also want to use PowerPoint or other visual aids. If so, please consult the seminar convenor. When your own presentation is approaching, you may choose to supply the other seminar members with a short reading list with some links to material to be downloaded and/or photocopied material to study in advance. Photocopying of material for your seminar presentation can be done at Faculty expense, provided that you arrange it in advance with the seminar convenor.

The Text and Topic Seminars in MICHAELMAS TERM are:

**Imperial Greek Epic Poetry** (Prof. Tim Whitmarsh: tjgw100@cam.ac.uk)

Until recently the final unploughed field of classical literature, imperial epic is witnessing a boom: whether we’re speaking of Nonnus’ whirligig *Dionysiaca*, Musaeus’ novelistic *Hero and Leander*, Quintus’ *Posthomerica* (snugly tucking into the gap between the Iliad and the Odyssey) or Oppian’s fish-flavoured *Halieutica*, this is where much of the action is happening at the moment. The seminar series will introduce students to this vibrant body of material, reading and studying sections of it in the original. The emphasis will be laid in particular upon what this material can tell us about the culture in which it was composed, in terms of the big issues of race, gender, sexuality and religion. You will need to read Greek to take this seminar.

**Roman Writing about their Past** (Prof. Stephen Oakley: spo23@cam.ac.uk)

Much of this seminar series will be concerned with Roman historiography, but it will sometimes range more widely in considering such topics as exemplarity. The seminar will be interdisciplinary, in the sense that it ought to help historians use the evidence provided by the Roman historians and literary scholars who are interested primarily in reading their texts as literature. It is envisaged that the six seminars will be based around the following topics:

1. Historians and ‘the truth’. How far did the ancient historians have licence to invent material for literary or other reasons? This seminar will include a comparison of the famous *Senatus consultum de Pisone* and the opening chapters of Tacitus, *Annals* III.
2. How reliable is what the Romans said about their early history?
3. Sallust and the historiography of the late Republic: style, tone, and politics.
4. Exemplarity, with reference to Livy, Valerius Maximus and others
5. Tacitus and writing about emperors

**Cosmology** (Dr Myrto Hatzimichali: mh303@cam.ac.uk)
How is our world built up? What forces govern it? Was it designed by a divine intelligence or is it the product of mechanical forces? What is the place of humans in it? Such questions were central to ancient philosophical reflections. The course offers an introduction to ancient cosmology, using Plato’s Timaeus as a central text. Different topics from the Presocratics through Aristotle to the Stoics and Epicureans will also be covered, taking into account participants’ particular interests.

**Religions in the Greek and Roman World** (Dr Hannah Willey: hrw28@cam.ac.uk)
In the familiar claim that the ancient world is ‘desperately alien’ to our own, religion plays a starring role. Where once scholars sought to free their Greek and Roman heroes from the trappings of pagan superstition, the study of ancient religions has blossomed in a number of directions and is now widely held to be central to our understanding of ancient society and thought. In this seminar, we will explore some of the key theoretical and methodological approaches scholars have adopted in seeking both to substantiate and overcome the otherness of Greco-Roman religions. We will look at influences from outside the field of Classics from anthropology, comparative religious studies and cognitive science and explore also religious pluralism in the ancient world. In this connection, we will consider the ways in which Christianity and Judaism have been approached in a Greco-Roman context.

**Culture Contact and Culture Change** (Dr Alessandro Launaro: as506@cam.ac.uk)
What happens when peoples come into contact? Cultural transfer has long been central to archaeological debates. For a long time, scholars assumed that the movement of ideas, forms and iconographies depended on the movement of peoples. Today, they are less interested in peoples than they are in the agency of objects, and using network analysis to model the relationships between them. This seminar revisits these questions and the issues intrinsic to them: issues of change, connectivity within and beyond the Mediterranean basin, localism, Orientalism . . . We shall work with data and scholarship on dirt archaeology and the history of art to revisit the production, style and reach of objects.

**Greek and Latin Poetic Language and its Prehistory** (Dr Tim Barnes: tb297@cam.ac.uk)
We will explore the idea of 'Indo-European poetic's' (‘Indogermanische Dichtersprache’) - a body of phenomena encompassing meter, formulae, figures of sound and syntax, compositional techniques, inter alia - with special reference to early Greek, Italic and Vedic texts (ideally also Avestan, if there is interest). Discussion of both the history of the field (with readings therefrom) and the current status quaestionis.

The Text and Topic Seminars in LENT TERM are:

**Gods and Greek Literature** (Dr Renaud Gagné: rg404@cam.ac.uk)
The language of Greek polytheism informs crucial domains of Greek literature. How do hymns construct their gods? Is the theology of tragedy a cacophony of disparate voices? Does Herodotus or Polybius offer a consistent vision of divine action in history? How were the gods of Homer “canonical”? Distinctive representations of divinity were produced by the different genres of ancient Greek literature. And distinctive traditions of reading and exegesis, both ancient and modern, have made sense of these gods in their own way. The seminar will look for patterns, recurrences and specificities in the rhetoric and aesthetics of literary divine representation. Meetings will focus on the individual texts and authors of particular relevance to the group.

**Statius’ Silvae** (Prof. Emily Gowers: eg235@cam.ac.uk)
This seminar will explore the world of Statius’ *Silvae*, thirty-two poems in five books and various metres, “dashed off” in the late first century CE to celebrate special occasions, things and places, such as anniversaries, works of art, pets, villas on the Bay of Naples and the highspeed road that connected them to Rome. Through these poems, we will consider questions about imperial Greco-Roman culture, the politics and aesthetics of otium, the poetics of speed and occasion, literary history and the place of the emperor in personal poetry. We will range across the books and their prefaces, but *Silvae* 2 will be the main focus; please bring C. Newlands’s 2011 Cambridge Green and Yellow commentary (other commentaries will be recommended in advance).

**Aristotle’s Nicomachean Ethics** (Prof. James Warren: jiw1001@cam.ac.uk)
No other philosophical text has been more influential in shaping subsequent philosophical ethics and in its profound influence on how people think they should live. Nevertheless, some of its fundamental arguments have been subjected to ferocious criticism. We shall be examining these arguments and evaluating the criticism.

**Suetonius** (Prof. Mary Beard: mb127@cam.ac.uk)
The seminar will explore Suetonius’ Twelve Caesars: how we should now read it (as text, as biography, as history, as meditation on power?), and how it has been read since the sixteenth century, and with what effect on our understanding of Roman imperial history, culture and transgression. But it will also raise wider questions about how historians hierarchise their sources and under what rubrics of "reliability".
The Art and Archaeology of Power (Prof. Martin Millett & Dr Alessandro Launaro: mjm62@cam.ac.uk & as506@cam.ac.uk)
What does power look like? Thucydides thought that anyone judging from the material remains would massively overestimate the power of Athens, and underestimate the power of Sparta. How does power reveal itself in the appearance of objects and settlements, and in their distribution? Are there types of power that we can measure, and types that we cannot? This seminar explores power as a relationship between person(s) and looks at the ways in which objects (from amphorae to silver drinking vessels, from villa mosaics to sculptures in sanctuaries, from buildings in a city to the distribution of fortifications) both shape and map these relationships. It brings archaeological and art historical approaches together, and with them, questions of patronage, politics, production, material, scale and context. In the process, it better understands ancient motivations and mentalities and makes us more self-conscious about our scholarly language.

Bilingualism in the Ancient World (Prof. James Clackson: jptc1@cam.ac.uk)
(please note: first meeting 23 Jan) Many of the Greek and Roman elite were multilingual: Ennius boasts of his ability to speak three languages; Plutarch claims that Cleopatra seldom needed an interpreter; Cicero's correspondence shows frequent code-switching between Latin and Greek, while Suetonius records Augustus' lack of fluency in Greek. Abundant surviving school manuals, letters and contracts, decrees and funerary inscriptions from the ancient world provide evidence for slaves, scribes, and others using two or more languages. These seminars will be focussed on the study of a selection of literary and sub-literary texts which display bilingual phenomena, and explore techniques for finding out what is going on.

Classics at the Edges: Tradition and Reception (Dr Aaron Kachuck et al.: ak555@cam.ac.uk)
This seminar explores the edges of Classics as a discipline, both historically (how the field has constituted itself over time) and methodologically (how contemporary scholarship interacts with other fields, regions, languages, etc.). We aim both to interrogate the nature of the discipline's frontiers and to challenge the notion that the study of classical reception is itself an enterprise at the “edge” of Classics. Alongside guided discussion on topics from humanist book culture to postcolonial literature and critique, the seminar will accommodate and respond to a wide range of student interests.

3. MPhil Dissertation seminars (ET)
All students will give a short presentation on the topic of their thesis at a seminar early in Easter Term. You should talk to your supervisor about what makes most sense for you to do at this stage: some of you may want advice on particular material or a particular problem; others might want to provide their audience with more of an overview. Either way, you should aim to outline and test some of the thesis's driving questions. Students will be grouped according to their interests and supervisors will be present to offer comments. Presentations should be 15 minutes long, each followed by around 25 minutes of discussion. Depending on the group size the group may meet either once or twice.

Other seminars, lectures and non-language classes
In addition to the MPhil Research Skills and Text and Topics seminars, there are also opportunities for graduates to study textual criticism and paleography, epigraphy, numismatics and Linear B (see p. 23). Beyond these graduate-specific sessions, there is always a wide variety of other classical seminar series going on each term, with papers given by PhD students, Faculty, and visiting speakers. These will be advertised on the Faculty website during the course of the term. You are expected to attend and participate in the seminar in your broad subject area (i.e. the Literature seminar, the Art and Archaeology seminar and so on). Note also the Graduate Interdisciplinary Seminar, which takes place on Friday afternoons, 4.30–6.00 pm and is a key part of graduate life. Often social events are attached to the seminars; take the opportunity to meet scholars informally in the pub.

The Cambridge Philological Society meets three times a term, at 4.30 pm on Thursdays (with tea served from 4 pm), to hear papers on classical topics. Membership is open to all graduates in the Classics Faculty, and you can ask your supervisor to propose you for membership. The membership fee includes a subscription to the Cambridge Classical Journal (£14 for online or £20 for print and online). Further information is available at www.classics.cam.ac.uk/research/seminars/philological.

In addition to such meetings, there is a wide range of Classics lectures designed primarily for undergraduate courses. You are entitled to attend these, and strongly encouraged to do so, where appropriate. It is polite to introduce yourself to the lecturer after the lecture, and if there is a class element to the course to ask the lecturer before attending the classes. Many, especially Part II courses,
will be ideal for filling in gaps in your Classical background, or for teaching you specific skills. You can find a list of the Part II courses on the Faculty website (https://www.classics.cam.ac.uk/student-information/). Ask your supervisor’s advice on attending Part II course lectures.
The Greek and Latin languages

i) Greek and Latin for examination in place of an essay

Normally before you arrive, or in extremis as soon as possible thereafter, we will determine whether you should take a language paper in place of one of your essays. This decision is taken on the basis of your language training so far, and your research needs; and it is taken in consultation with you and your supervisor. The Degree Committee reserves the right to make this a requirement. Consequently, some students may have been asked to take a language paper as a condition of their admission, while others may wish to take the opportunity to improve their reading skills. Please note, though, that the availability of this option for Greek or Latin is dependent on your previous exposure to the Classical languages. The option to take a Greek or Latin paper is not open to Cambridge graduates who have taken the Classical Tripos, nor to those who have an equivalent degree or training from elsewhere. Instead, it is designed for beginners. However, any student wishing to take the Greek paper is expected to attend an intensive summer course in the language that they wish to take (details may be obtained from the MPhil Language Co-ordinator, Charlie Weiss (cw322@cam.ac.uk)), and/or to work with a tutor or independently so as to reach the designated section of Reading Greek. An equivalent applies for Latin.

Where possible, these students will be integrated into the Faculty language training programme (usually the Intensive Greek Course). The Intensive Greek Course begins in the week before Michaelmas term begins (students receive full details direct from the Faculty). MPhil students should attend these pre-term days, and should contact their College to make sure accommodation is available for this period. During term there are classes designed to prepare students for the end-of-year exam which will be sat at the beginning of the Easter Term.

MPhil students registered for the language papers will take either the undergraduate Part 1A Paper 2A or Part 1A Paper 2B (Alternative Greek Language and Texts), or Paper 4 (Alternative Latin Language and Texts), as appropriate. The examination will take place at the beginning of the Easter Term at the same time as the relevant undergraduate paper. The marking criteria for these language exams can be found later in this Handbook.

The Greek and Latin papers are administered by the MPhil Language Coordinator, Dr Charlie Weiss. If you intend to or are required to take the language option you should contact Charlie as soon as possible. Note that no further requests to take this examination will be accepted after 13 November.

Other Latin and Greek language classes
If you have some Greek or Latin already but not enough to be at advanced level, and if you are NOT intending taking a beginners’ language exam in place of a paper, you will be able to attend one hour of intermediate Latin and/or Greek a week in Michaelmas and Lent Terms. Please let Charlie and Tim know as soon as possible if you would like to do this. Please note that these are not a substitute for doing the Greek or Latin exam (if that is what you need, and what will make you viable as a PhD candidate); they are designed for people who have already learned grammar, and who can read a text with pre-class preparation, in-class help and vocab lists. You are encouraged to sample the first class. Should you then decide to attend, it is expected that you attend for the rest of the term. A register will be taken. If you cannot attend due to illness, you should email both the convenor and Graduate Secretary. You should also look out for graduate-run reading classes. Once advertised, these are also open to you. Simply contact the convenor.
Exercises in place of essays

In place of your final essay, some project of equivalent value may be undertaken, an ‘exercise’, subject to the approval of the Degree Committee. This may enable you to develop a skill of value either for its own sake or with a view to research you hope to pursue in the future. Often you can do it by attending the relevant ‘specialist skills’ course (in textual criticism and paleography, in epigraphy, numismatics, Linear B) in either Michaelmas or Lent Term, and working out a project in consultation with the lecturer.

The exercise might consist in, for instance, the annotated transcription of an epigraphic text, the classification of a set of coins or other artefacts, the collation of two or more manuscripts from microfilms, a linguistic commentary, or a set of archaeological drawings. You should consult the word limit section below for the special regulations relating to such an exercise. Requests to submit an exercise must be submitted to Tim, the Academic Graduate Secretary, by 13 November; full details of the format and content of what is proposed must be provided on the relevant form. In particular, any specific criteria proposed for assessment of the exercise, other than those laid down under the ‘marking criteria for MPhil Essays and Thesis’ must be specifically approved by the Degree Committee.

Alternatively, a formal examination on such material may be taken, and this will take place on 16 April. Again, requests to take such an examination must be submitted to the Academic Graduate Secretary by 13 November. Candidates being examined on palaeography/textual criticism take Paper A4 from Part II of the Classical Tripos, but are normally examined on one language only.

A third, and often the best, possibility is for you to write an essay of about 4,000 words long using the type of data (e.g. coins, inscriptions) you have been studying in one of the ‘specialist skills’ classes. Such a project would be treated in exactly the same way as a normal essay, both in terms of the deadlines for submitting a proposal, and the criteria for marking it.

If you are interested in learning or extending your knowledge of an ancient language other than Greek or Latin, discuss this with your supervisor. Classes will be provided whenever possible as a basis for an appropriate language paper (again taken on 21 April; requests to take such an examination to be submitted by 13 November). Recently, students have taken exams in Vedic, Sanskrit, Oscan, Aramaic, Hebrew, Akkadian, Old Irish and Continental Celtic. Full course-details will be supplied at the introductory ‘specialist skills’ session at the beginning of Michaelmas Term.
Standards and the use of sources

What sort of standard are you expected to achieve in your essays and thesis? In the time available you cannot necessarily be expected to arrive at (let alone prove) radically original conclusions. What we do expect, is that your work should show independent judgement, based on your own research. You will find it helpful to look carefully at the marking criteria (pp. 29-31). You will be expected to display a solid grasp of existing publications relevant to your topic, but the work which you submit must show us your mind operating independently on the material you have studied.

Students sometimes ask if a particular approach or style of argument is most appropriate for an MPhil essay (or thesis). It is difficult to generalise, given the wide variety of topics studied and intellectual approaches found in the Faculty, but on the whole it is best to avoid work which is primarily descriptive; rather, we are looking for an argument in which your independent judgement is displayed. This might come in the form of a reading of a text, image or monument – perhaps evaluating previous approaches to the example on which you are concentrating – or putting forward a more general proposition or argument based on a particular set of data. One key point is to avoid a topic which is either too narrowly focused (and thus fails to relate to the broader context, whether literary, historical or intellectual) or too broad, leading to excessively general and perhaps unsupported observations and conclusions. Often the best topics deal in some detail with a particular body of data, in a way which makes a contribution to the reader’s understanding of the broader context. As a result, it is important to think at an early stage which of your chosen topics would fit most appropriately the model of the essay (approx. 4000 words) and which the thesis (8–12,000 words). The advice of your supervisor will be particularly helpful in thinking about these issues, so do discuss them in some detail with him/her.

Your individual marks, and the comments transmitted to you by the Academic Graduate Secretary, will give you an idea of where your work so far stands in quality. If you are dissatisfied with the level you are achieving, your supervisor will be able to give you some idea of what would be needed to raise the standard next time. But do not assume that there is some simple set of instructions which, if you follow them, are bound to raise your performance to the desired level. It is your work that is being judged, with your own distinctive intellectual imprint. There is no mechanical set of rules for success.

It is crucially important in preparing your written work to maintain a clear distinction between your own contributions and views derived from the published literature. Each piece of work submitted for the MPhil must include a ‘List of works cited and consulted’ at the end, giving bibliographical details of all the secondary literature which you have consulted in its preparation. (Note also that the markers of your submitted piece may wish to see clear evidence that you have engaged with the ideas and arguments of the secondary literature which you include in this list, and you may find yourself penalized if your work takes insufficient account of books and articles which you claim to have consulted). You should acknowledge where you have included material derived from a lecture or seminar which you have attended.

The document ‘Faculty advice on plagiarism’ is included in this Handbook (p. 33), and you are obliged to have read and understood the University’s policy on plagiarism (p. 37). The Faculty will employ TURNITIN (p. 34) software to check work that is suspected of being plagiarized.
Modern languages

In the work you submit, you are expected to take due account of modern scholarship on the topics you treat. Does this mean scholarship in all the standard languages of classical scholarship, namely English, French, German and Italian? No, for you cannot be expected to acquire a reading knowledge of these in the space of nine months. The minimum requirement is that you take due account of the relevant literature in English.

However,

(i) where you do have a reading knowledge of one or more of the other languages, it will be to your advantage to show acquaintance with important work written in them;

(ii) If you are advised that material in a language you cannot read is indispensable for a given topic, this may raise doubts as to whether this is an appropriate topic for you to undertake. Consult your supervisor and/or the Academic Graduate Secretary if you are concerned that this may be a problem for your particular project.

(iii) You are, nevertheless, likely to need to do some reading in languages that you don't know, or don't know well enough. There are regular language courses and other learning facilities provided by the Language Centre. In particular, German courses at several levels take place in the Faculty, starting early in your first term with Mr Paul Hoegger (Tuesdays, Thursdays and Fridays). Bear in mind, too, the resources of the graduate community. For example, there may be native speakers of the language in question on the MPhil course, or in your College, who would be willing to help you read articles in their own language in return for help with correcting their own English.

(iv) If you are hoping to continue to a PhD, it is prudent to make a start on developing an adequate knowledge of the language or languages most likely to prove indispensable for your research. Working through articles in those languages with a dictionary and grammar is one way of doing this, but you may do better to sign up for a course at the Language Centre. At the end of the year, when the Degree Committee considers your request to continue with a PhD, any work you have done on modern languages during the year may be taken into consideration.

Details of courses and other facilities can be found on the Language Centre website at https://www.langcen.cam.ac.uk/. In particular, see https://www.langcen.cam.ac.uk/graduates/ details of courses for graduates studying in the School of Arts and Humanities (of which Classics forms a part). Academic reading courses are offered in French, German, Italian, Spanish, Portuguese and Russian.

Word-length, title and formatting

Word-length

The regulations state that essays must be ‘about 4,000 words in length’. This is meant to give an idea of the scale of work envisaged: something substantially less ambitious in scope (although not in quality!) than the thesis. Essays must be no longer than 5,000 words, including title, headings, footnotes and appendices but excluding the cover sheet and bibliography. Students must specify the word-count when they submit the essay (this must conform precisely to the count of the electronic file submitted (see below); although computer word-counts have their quirks it is the computer word-count, which should normally be in MS Word (.docx), that matters). A page of statistics shall be regarded as the equivalent of 150 words. Any essay that is over 5,000 words long will be given a mark of zero. A mark of zero in the second or third essay may result in your failing the MPhil course. For pictures/figures, captions will not be counted as long as (a) these pictures/figures are in a separate section at the end and (b) the captions simply identify the picture/figure.
An MPhil thesis in Classics must be no more than 12,000 words and normally at least 8,000 words in length, including title, headings, footnotes and appendices, but excluding the coversheet and bibliography. When you submit the thesis, you will be asked to confirm in writing on the thesis submission form that it falls within these limits, and you should provide your own computer word count on the cover sheet of the thesis (this must conform precisely to the count of the electronic file submitted, which should normally be in MS Word (.docx); although computer word-counts have their quirks it is this that matters). It is of great importance that you keep an accurate check on the word length and ensure that your thesis is within the specified range. If the examiners find that it is not, they may impose a severe penalty, and may in any case choose, in the case of an over-length thesis, to stop reading when they reach 12,000 words. Note that the same rules about pictures, figures, statistics apply as for the essays.

The following further rules apply in respect to word limits:

(i) A separate booklet of passages or other evidence may be submitted and not included in the word limit if and only if permission has been applied for to the Graduate Studies Committee, via the Academic Graduate Secretary, by the candidate with the express approval of their supervisor. Permission will be granted only when:
   a. the evidence referred to is difficult to obtain and constitutes a body of material on which the essay is based. [Example: unpublished archaeological data/a new papyrus.]
   b. there is a substantial body of evidence, whose analysis forms the work of the essay, and the examiner would benefit by having the body of evidence easily available [example: a catalogue of vases].
   c. the texts discussed are difficult to obtain or occur in widely dispersed sources.

(ii) Permission will not be granted for passages from familiar texts which should be cited in the body of the essay, or for texts which are integral to the argument of the essay.

(iii) In place of the final essay, "an exercise" can be submitted. When this takes the form of a catalogue (raisonée) with an introductory essay, the catalogue is not subject to a word limit, but the essay accompanying it may not exceed 3,000 words.

(iv) Any passages submitted without permission or in contravention of these regulations will not be read by the examiners.

Title
The title of each piece of work that you submit must be the one that has been approved by the Degree Committee. Titles should be sufficiently informative to allow the Committee to assess the nature and viability of the proposed project. You will find in the timetable the date by which each title must be submitted for approval, and also the latest date for any request to change a previously approved title. Forms will be available via the online resource system Moodle prior to each deadline for the submission of titles, to be completed electronically by students and approved by their supervisor. A change of title must be submitted on the relevant form and be approved by the supervisor.

You must submit each piece under the currently approved title. If at a late stage it becomes clear that your title is too broad, your best strategy is to add a subtitle, e.g. 'with special reference to...', or a prefatory note explaining why in the event you have narrowed the focus. You are not permitted simply to change to a different topic.

It is important that your written work is presented in good English. If English is not your first language, you may find it useful to ask a native speaker to read through your work and make comments on the language, style and idiom.
The formal presentation of your work is important. It must be typed and double-spaced. A priority at the start of the course is to establish your word-processing habits. If you do not have your own computer, locate one or more mutually compatible machines that are suitable for your needs (e.g. check that they can do Greek), perhaps one at the Classics Faculty and one in your College, and ensure that you learn the basic skills of formatting early on. Ask your supervisor whether you are making any mistakes in your formatting when you submit your drafts – don't leave such matters until the final stages. It makes obvious sense to compile all your bibliography as you acquire it, so that it can easily be copied into your work without retyping. This Handbook gives guidelines on how to present bibliographical references (p. 39).

In addition to word-processing, computers in the Faculty can also be used to search the internet and to access a range of useful research tools and databases. Introductory sessions are provided by members of the Library staff at the beginning of the Michaelmas Term which provide a basic guide to what is available and how to use it.

BE SURE TO BACK UP YOUR WORK FREQUENTLY. A cloud-based server such as iCloud, Google Drive or Dropbox is ideal.

Submission of work

Each piece of work must be submitted in two hard copies with an additional copy submitted electronically. All submissions should have a cover-sheet (which you will receive direct from the Faculty, made available on Moodle) bearing the title of the piece of work, the name and College of the candidate, the word count and (in the case of the essays) whether the first, second or third MPhil essay. Single- and doubled-sided printing are both acceptable. A checklist for the submission of the thesis is provided in Appendices. The essays may, if you wish, simply be stapled, but the thesis must be bound 'in durable binding' (normally a spiral or heat-sealed binding). The Faculty Library will offer free binding facilities for theses (not essays) during the day or two before the submission deadline.

NOTE ON ELECTRONIC SUBMISSION: Electronic submissions are expected to be identical to those made in hard copy as examiners sometimes prefer to work digitally. You must submit in a standard word processor format (.docx) for the purposes of a word count. It must also be submitted in paper form (2 copies).

The submission dates and final deadlines of work are given in the timetable in the handbook below. The final deadlines are the last date at which work may be submitted; you are encouraged to submit on the suggested dates, so as to maximize the time available to work on your thesis. Reminders will be sent out, confirming submission dates and stating where the hard copies of work must be delivered (normally to the Enquiries Office) and how the electronic copy should be submitted. Take special note of the deadline to submit the full draft of your thesis to your supervisor; it is important that you and your Supervisor know that you have enough material for your thesis by this date.

These deadlines must be strictly observed: if work is submitted after a deadline, its lateness will be taken into account when marks are awarded.
The only circumstances in which deadlines can be extended are ‘illness or other grave cause’, and if you need to invoke this clause you must either (in the case of your essays) get your College Tutor to write on your behalf to the Secretary of the Degree Committee, Faculty of Classics, or (in the case of your thesis) make an application (with the support of your Tutor) to ‘Extend your end of registration date’, normally at least one week before the deadline in question. If illness is cited, the normal expectation is that you will provide a medical note from your GP. ‘Other grave cause’ means e.g. a very serious crisis in your family. It does not include such events as your printer breaking down, or the loss of work from your computer. Bear in mind too that there can be queues for printers in the 24 hours before a submission deadline.

**Marks**

Each piece of work you submit will be marked by two examiners. Each examiner assigns a numerical mark out of 100. The two examiners then discuss the work and award a joint numerical mark. Please remember that different pieces of work may be marked by different examiners and that it is, therefore, necessary to make each piece of work free-standing in its argumentation, even if it is thematically linked to other essays/thesis.

Your marks for essays, thesis and language exams will be emailed to you, in accordance with the timetable found in this booklet. In the case of the essays and the thesis, you will receive a justification of the mark and feedback from the examiners. It is important to understand that examiners’ comments and suggestions are not a simple recipe that you can follow to improve your marks next time; they are, rather, a summative assessment of the submitted work.

If you need help in interpreting your marks or the examiners’ comments and wish to know where your current strengths and weaknesses may lie, you should consult your supervisor or Tim; they will be able to tell you whether you should modify your future research in the light of the examiners’ comments. Bear in mind that the marks awarded for essays will be reviewed by the MPhil Examiners, in conjunction with the External Examiner, and may exceptionally be altered in the light of that process of moderation.

The marking scheme is available in this booklet. Continuation to the PhD is dependent on the quality of your research proposal as well as the quality of your MPhil work, but if you have a strong research proposal, achieving an overall Distinction in the MPhil will normally mean that you are permitted to continue to the PhD. See further the section “Continuing as a Graduate Student”.

**The oral examination**

A week or so after you submit your thesis, the two assigned examiners will meet you for an oral examination - the ‘viva’ (short for ‘viva voce examination’), as it is usually known. In 2020 vivas are scheduled to take place on 15–19 June; you will be notified of the exact time and place shortly beforehand. In the meantime, make sure that you are available on all of these days. If, for special reasons, you absolutely cannot attend a viva in this period, the examiners may be able to hold your viva a day or two earlier, provided that you put in a request in good time. But such requests should be avoided if at all possible, and do not include reasons such as attendance at May Balls(!). You should not expect to leave Cambridge before the last Faculty Degree Committee meeting (expected to take place on 25 June).
Most vivas prove a rewarding experience for both candidate and examiners. It is impossible to predict exactly what the viva will cover. The examiners may, for example, want to see how you respond to challenges that might (if only hypothetically) be brought against your arguments or methods, and may ask you to fill in gaps, to clarify obscure points, or to help resolve doubts. Although both of them will already have read and marked the thesis, they may use the impressions made by the viva to resolve any discrepancy between their respective marks, and could even, in principle, raise (or, more rarely, lower) both previous marks in the light of what they learn from your responses. The viva is not likely to make a huge difference to your final mark, but it is important enough to take seriously: do use the intervening week to think over issues which might come up at it, and re-read your thesis. Students are encouraged to discuss with their supervisor how they might best prepare for the viva.

The regulations allow the viva to include, at the discretion of the examiners, questions about your essays or other exercises submitted. This is very unlikely to happen, but it could just be that some unclarity or other problem about one of your earlier pieces of work needs to be resolved. If so, you would receive advance warning. In exceptional circumstances an additional viva might be held at an earlier stage in the year.

**Results**

The examination is divided into two parts: three essays of 4,000 words each (or two essays plus a language exam or exercise), and the thesis. In order to pass the MPhil, you must pass both parts: i.e. you must achieve both a pass on the ‘essay’ part of the examination (60%+ on the second and the third essay/exam/exercise), and a pass (60%+) on your thesis. A fail mark on the first essay is discounted. A fail mark on essays two or three or on an exercise or language exam would not necessarily mean overall failure in the ‘essay’ part of the examination, provided that the examiners judged it to be outweighed by the remainder of your performance in that same part. Occasionally, but rarely, even a ‘marginal’ failure in one half of the examination may be compensated by a ‘high pass’ on the other part.

No aggregate numerical mark for the entire MPhil is awarded.

Your overall result in the MPhil will be either a Distinction, a High Pass, a Pass or a Fail. The criteria for classification are to be found later in this Handbook. Your exact marks will be given on a certificate, signed by the Chair of the Faculty Board of Classics, at the end of the course. This certificate will indicate that you have been awarded an MPhil in ‘Classics’. Inclusion of your specific subject area (e.g. ‘Ancient History’, ‘Classical Literature’, ‘Ancient Philosophy’), rather than ‘Classics’, will be available on request.

In 2020 we anticipate emailing you with your result on 26 June, and your certificate and other documentation will be available on 1 July. This will enable you, if you are successful, to receive your degree at any degree ceremony (‘Congregation’) after that date, the earliest being mid/late July. Your College will have full details of how to apply for graduation.

**Continuation to the PhD**

In order to proceed to a PhD the Faculty’s normal requirement (which will be a condition of your continuation) is that you must achieve an overall Distinction in the MPhil. To achieve an overall Distinction in the MPhil, you must achieve at least a High Pass on the essay section (agreed 70%+ on at least one essay/examination paper; no mark below 60% on the second or third essay/examination/exercise), and a Distinction (75%+) on your thesis.
MPhil log

All students are issued with a simple MPhil log so as to record the subject-specific and transferable skills acquired during the course. You should complete this in consultation with your supervisor as a record of your achievements this year, both on the programme and in areas related to it.

Further Information

How the course is administered

The MPhil course is administered by the Graduate Studies Committee, which also functions as the overall Board of Examiners.

Certain matters, after vetting by the Graduate Studies Committee, are formally decided or approved by the Degree Committee of the Classics Faculty within the framework established by the Student Registry: these are (1) admission to the MPhil course; (2) the award of the MPhil degree; (3) permission to continue as a graduate student after the MPhil year. The ultimate authority in all graduate matters, including cases of appeal, lies with the University’s Board of Graduate Studies.

The timetable in this handbook includes the scheduled dates of Graduate Studies Committee and Degree Committee meetings, in case you have any matters you wish to bring to either of them; please contact the Academic Graduate Secretary in the first instance, if this applies to you. Urgent matters can often be dealt with even between meetings.

Tim, the Academic Graduate Secretary, will meet each of you at the end of the Michaelmas Term to see how your first term has gone. The Graduate Studies Committee is also eager to learn how it could do things better so we will ask you to fill in questionnaires over the course of the year, but you are encouraged to pass on your observations about the course to Tim at any point in the year.

Trouble-shooting and Support

The MPhil is an intensive and demanding course, and it is not unusual to come across problems during the MPhil year. If you have any problems or questions concerning the academic side of the course you should approach, as appropriate, either your supervisor or your seminar leader or the Academic Graduate Secretary. Another very important channel for concerns or dissatisfactions is the Faculty’s Graduate rep., who sits on the Faculty Board and represents the interests of graduate students in the Faculty. The current Graduate rep is Krishnan Ram-Prasad, a PhD student in classical linguistics (graduate.representative@classics.cam.ac.uk), who will be hosting a ‘meet and greet’ session for new graduates at the beginning of Michaelmas Term.

It is a good idea to make contact with your College’s Graduate 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. 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 Academic Graduate Secretary and your College’s Graduate Tutor know at once, as well as your supervisor. Remember, it is possible to defer submission of work due to illness or other grave cause, but in normal circumstances you must make an application to defer at least one week before the submission deadline.

For problems of a very serious nature, or that cannot be resolved within the Faculty, the University has a complaints procedure: https://www.studentcomplaints.admin.cam.ac.uk/student-complaints
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

Dyslexia and other disabilities

Students who have dyslexia or any other disability may find it helpful to contact the University Disability Resource Centre 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). Within the Faculty, the Disability Liaison Officer is Mr Nigel Thompson (administrator@classics.cam.ac.uk), who will also be very happy to give advice.

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.

PhD Application Process

You may view your MPhil course as itself completing your classical studies, or as a step towards further study elsewhere. Alternatively, you may have, or develop during the MPhil year, plans for continuation with a full PhD at Cambridge. If you intend to continue directly to a PhD, you must start thinking about your application in Michaelmas Term. Consult the Graduate Admissions web page for full details: https://www.graduate.study.cam.ac.uk/.

Interviews for PhD places are conducted by two senior members of the Faculty, who make a recommendation to the Graduate Studies Committee and the Degree Committee. Any PhD place offered by the Degree Committee will be conditional on your eventual MPhil result. Normally the PhD will take a further three years after the MPhil year, but in some particular circumstances it is possible to apply to have the MPhil year counted as the first of the three years of study you need for the PhD. This can be and is best done when you are well into your PhD work.

The final decision as to whether you may continue will be taken by the University’s Board of Graduate Studies, on the recommendation of the Faculty’s Degree Committee. The decision will be based principally on your PhD research proposal, MPhil marks and the thesis examiners' reports: a Distinction overall in the MPhil will normally guarantee a PhD place (see p. 16), but those who achieve a High Pass overall may also be accepted onto the PhD programme depending on their spread of marks, research proposal and supervisor’s report. The Degree Committee decision will be notified to you by email, together with your overall MPhil result, on 26 June.

It cannot be guaranteed in every case that the Degree Committee will permit continuation. If your MPhil marks fall below the level specified in the section of this handbook titled Marks above, the implication will be that you would be unlikely to complete a successful Cambridge PhD.

It may well be important to you to know early on how strong your chances are of being permitted to continue. You should in any case have alternative plans prepared, perhaps an application for a
graduate course elsewhere. But you should not, for this purpose, rely too heavily on the marks for your first essay. It is perfectly normal that these should fall below the level you achieve by the end of the year. We both hope and expect to see a learning gradient over the 9 months of the MPhil. It is more helpful, as the year proceeds and the marks come in, for you to ask your supervisor for a candid and frank assessment of your chances.

In order to apply for continuation, you need to apply online and follow the instructions on the following website:

https://www.graduate.study.cam.ac.uk/how-do-i-apply

Whether or not you are seeking funding you are strongly urged to apply by 7 January 2020 if at all possible. For more details of the different sources of funding available and application deadlines and procedures, check the following website:

https://www.graduate.study.cam.ac.uk/finance/funding and the Graduate Admissions

pages of the Faculty website:

https://www.classics.cam.ac.uk/prospective/postgraduate

All queries concerning Graduate Funding should be directed to the Graduate Administrator (see contact details below).

**The classical graduate community**

One of the great assets available to you is the support and collective experience and expertise of your eighty-or-so fellow graduate students in the Classics Faculty. All our graduate students, whether registered for the MPhil, for the PhD, or visiting, are of equal status and form a single community. All officially registered graduate students have exactly the same rights, including library privileges, use of the Graduate Common Room and of G22, and access to Faculty grants for research purposes (see next section).

For further details, see the 'Unofficial graduate handbook':

https://www.classics.cam.ac.uk/student-information/

The graduate common room (room G.10) is an important focus of social and intellectual life in the graduate community, and you are invited to make regular use of it (and also to keep it clean and tidy). Graduates also have access to the common room in stage 3 of the building (G22). You should also take advantage of graduate tea and Faculty yoga classes.

Graduate students have card-access to enter the building out of hours. Card-holders must not let anyone into the building whom they do not know to be a member of the Classics Faculty, and when card-holders leave the building they must wait until the doors shut, to ensure that no-one enters without permission during the time that the doors are open.
Research visits/Field Trips

Students should contact the Faculty Administrator (administrator@classics.cam.ac.uk) concerning a suitable risk assessment if they intend to carry out research or visit museums or sites which are

(i) Outside the EU, and/or
(ii) Beyond the normal boundaries of tourism, and/or
(iii) In countries with any British Foreign and Commonwealth Office (FCO) safety warnings (see https://www.gov.uk/foreign-travel-advice).

Travel Funds for Graduate Students

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. Grants are not normally awarded for travel after the MPhil thesis-viva. Please consult the Academic Graduate Secretary in case of doubt.

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 Graduate Resources” section of Moodle: https://www.vle.cam.ac.uk. For queries, please contact Dr Christopher Whitton, who will be serving as 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 graduates who have not visited Classical lands before, who carry a strong recommendation from their supervisor, and who have worked out a thoughtful and productive travel itinerary.

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

There are many events and opportunities of interest to graduate 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 graduate students from time to time by the Chief Secretary, Graduate Administrator or the Graduate Representative, but it is also a good idea to look regularly at the noticeboards in the Faculty, where details are displayed. You might also like to join a national classicists’ e-mail 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 see www.jiscmail.ac.uk/lists/classicists.html
- **Classics Listserv**: classicists@listserv.liv.ac.uk see http://listserv.liv.ac.uk/archives/classicists.html

**Faculty Library**

Most Classics graduate 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, graduate 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 it is 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.lib.cam.ac.uk/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 graduate 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.

**Training needs**

The Faculty is committed to ensuring that the training needs of its graduate students are met. Courses in specialist skills are run by the Faculty throughout the year; for details, see the relevant sections of this handbook. Graduates can also take advantage of the training courses run by the University’s Researcher Development Programme, (https://www.rdp.cam.ac.uk), by the Language Centre (https://www.langcen.cam.ac.uk) and by the Computing Service (https://www.ucs.cam.ac.uk/training). The Careers Service has a wealth of useful information about jobs and future study 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 & Lectures

Academic reading courses in German

The Faculty Board of Classics has authorised a course in German for classicists in the Academic year 2019-20. The lecturer will be Paul A. Hoegger, Coordinator for German at Cambridge University Language Centre, who has many years of experience teaching German to undergraduate and postgraduate students.

The course, from October 2019 until March 2020, will consist of 15 classes of 90 minutes each. The course is offered at three levels of proficiency:

<table>
<thead>
<tr>
<th>Days</th>
<th>Level</th>
<th>Time</th>
<th>Location</th>
<th>First Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesdays</td>
<td>(INTERMEDIATE 1)</td>
<td>11.30 - 1.00 pm</td>
<td>Room 2.03</td>
<td>22nd October</td>
</tr>
<tr>
<td>Thursdays</td>
<td>(INTERMEDIATE 2)</td>
<td>2.00 - 3.30 pm</td>
<td>Room 2.03</td>
<td>17th October</td>
</tr>
<tr>
<td>Fridays</td>
<td>(TOTAL BEGINNERS)</td>
<td>2.00 - 3.30 pm</td>
<td>Room 2.03</td>
<td>18th October</td>
</tr>
</tbody>
</table>

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), or direct on the following link: (you will need to login to Raven first): https://www.training.cam.ac.uk/ l c / 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

(pah3@cam.ac.uk)
Greek and Roman Numismatics

A series of eight lectures and hands-on classes, conducted partly in the Faculty of Classics, partly 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)

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 this type of source, its usefulness and limitations, as well as to the scholarly tools used in epigraphy. Through squeezes and images, students will be encouraged to read and interpret interesting texts from different classes of inscriptions.

The course comprises 8 lectures divided between Greek (week 1-4) and Latin epigraphy (week 5-8). It is available to Part II and graduate students. No previous experience in working with inscriptions is required and only basic knowledge of Greek and Latin.


Dr Marguerite Hirt
(mh643@cam.ac.uk)

The Epigraphy and Interpretation of Linear B

Instruction in how to read and understand Linear B tablets covering both epigraphy and approaches to interpretation. No previous experience required. All teaching materials will be provided. This course is also an ideal complement to the undergraduate Part II courses D1 Aegean Prehistory and E2 Greek in the Bronze Age.

Dr Torsten Meißner, Senior Lecturer in Linguistics
(tm10012@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 either Prof. Richard Hunter (for Greek) or Prof. Stephen Oakley (for Latin).

Prof. Richard Hunter, Regius Professor of Greek
(rlh10@cam.ac.uk)

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

Undergraduate Lectures

You are free to go to any undergraduate lecture course (in Classics or in any other subject) that interests you. Part II lectures (for final year undergraduates) are most likely to be of interest. Course details and the lecture timetable may be found online: http://www.classics.cam.ac.uk/student-information.
Frequently Asked Questions

'I can’t get in touch with my Supervisor. What do I do?'

Supervisors are busy people. They may not be able to reply immediately to requests to meet, and you should make sure that you give them adequate advance warning of a planned meeting. You are, however, entitled to expect a reply within a reasonable timescale, so do not feel shy about sending a follow-up message. The Faculty expects meetings to occur at least once a fortnight during term time. If you have real difficulties contacting your Supervisor, do not hesitate to contact Tim, the Academic Graduate Secretary.

'Can I go to two Text and Topic Seminars?'

Yes, if the timetable allows and if you and your supervisor agree that this will be beneficial to your research. You should inform the Academic Graduate Secretary and the relevant Seminar leaders at the earliest possible opportunity.

'How do I change my essay / thesis title from the one I submitted?'

If you are still before the published deadline for final changes, you complete the form and get your supervisor’s approval for the new title. You are not allowed to change the title after the deadline, but you may add a sub-title, narrowing the focus of the original title, without further permission.

'Where can I find a past paper for my Language/Epigraphy exam?'

Sample papers will be made available on Moodle. However, do note that the Mycenaean Epigraphy exam involves examining physical materials, which cannot be replicated digitally.

'My essay / thesis is over the word-count. What do I do?'

You may be able to cut down your word-count by adopting a short reference system (see Appendices), and do remember that your Bibliography does not count towards the total. Ultimately, however, it is important for students to learn how to make their central arguments in a manner that is both effective and concise. You cannot expect your supervisor to cut words for you. The final submitted essay/thesis MUST be within the word-limit as measured by the ‘word count’ function of the MS Word word-processing programme.

'How do I get hold of submission forms?'

Cover Sheets are created once the proposed essay titles have been approved by the Faculty; they will then be made available on the "MPhil in Classics" course on Moodle. Please note that you will need to complete the word count for yourself.

'Can I extend the submission deadline of my essay / thesis?'

Yes, but only if you have suffered from an illness or other grave cause. You must make the application to defer the submission deadline of essays through your College Tutor at least one week before the deadline. For deferral of thesis submission, you will need to make an application to ‘extend your End of Registration date’ via your self-service page on the University’s CamSIS system. For details, see: http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/programme/extending.html.

'Where are my essay marks?'

Essay / Thesis marks and feedback will be sent by email, at the date and time specified on the orange timetable (see pages 27 and 28).
Frequently Asked Questions

‘Can I know who marked my essays?’
Candidates are not normally informed of who their essay markers are. However, the examiners for your thesis will naturally conduct the oral examination.

‘Can I appeal against an essay mark?’
There is no mechanism for challenging judgements of academic quality, but you can appeal if you think the marking process was flawed or unfair. If you think an essay was wrongly marked, you should talk first to your supervisor and then to the Academic Graduate Secretary. The MPhil Examiners and the external examiner have a moderating role in the examination of the MPhil essays and theses, and in cases where there is disagreement between markers about the quality of an essay it will be seen by the external examiner and / or sent to a third examiner.
Contact Information

MPhil Administration and Support Staff

<table>
<thead>
<tr>
<th>Work Role</th>
<th>Name</th>
<th>Room</th>
<th>Tel</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Graduate Secretary</td>
<td>Tim Whitmarsh</td>
<td>G.04</td>
<td>35169</td>
<td><a href="mailto:tgw100@cam.ac.uk">tgw100@cam.ac.uk</a></td>
</tr>
<tr>
<td>MPhil Language Co-ordinator</td>
<td>Charlie Weiss</td>
<td>2.12</td>
<td>35194</td>
<td><a href="mailto:cw322@cam.ac.uk">cw322@cam.ac.uk</a></td>
</tr>
<tr>
<td>Chief Secretary</td>
<td>Lina Undicino</td>
<td>G.02a</td>
<td>35152</td>
<td><a href="mailto:pu10000@cam.ac.uk">pu10000@cam.ac.uk</a></td>
</tr>
<tr>
<td>Graduate Administrator</td>
<td>Simon Flack</td>
<td>G.01a</td>
<td>35960</td>
<td><a href="mailto:graduate.secretary@classics.cam.ac.uk">graduate.secretary@classics.cam.ac.uk</a></td>
</tr>
<tr>
<td>Librarian</td>
<td>Lyn Bailey</td>
<td>Library</td>
<td>35154</td>
<td><a href="mailto:lkb24@cam.ac.uk">lkb24@cam.ac.uk</a></td>
</tr>
</tbody>
</table>

Please note that telephone numbers are for the University’s internal network. To call from a telephone that is not part of the network, add 012233 before the start.

External Examiner

Professor Rebecca Langlands (Exeter)

IT and the Faculty of Classics

For IT training see https://www.ucs.cam.ac.uk/training for what is offered by Computing Services. All courses are free to students.

The University’s wifi service, UniOfCam\(^3\) and the international eduroam\(^4\) wifi service are available throughout the Faculty. AV equipment is present in lecture/seminar rooms. A vast range of electronic resources is accessible through the Faculty library web pages and the University Library website.

Course Timetable 2019-20

The orange pages below set out the important dates for MPhil students. The first two columns are most crucial – record them in your calendar. The third and fourth columns schedule meetings for the Graduate Studies and Degree committees, which are of less immediate importance.

Lecture timetables and seminar details can be found online. However, changes are common, and you should check the Faculty website (or the notice board in the Faculty foyer) for revisions.

\(^3\) https://help.uis.cam.ac.uk/service/wi-fi/it-staff/technical-uniofcam
\(^4\) https://help.uis.cam.ac.uk/service/wi-fi
<table>
<thead>
<tr>
<th>Meetings for Students</th>
<th>Students' Deadlines</th>
<th>Graduate Studies Committee</th>
<th>Degree Committee</th>
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<tr>
<td><strong>MICHAELMAS TERM</strong></td>
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<tr>
<td>Tu 8 Oct</td>
<td>Th 24 Oct</td>
<td>M 14 Oct</td>
<td>Th 24 Oct</td>
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<tr>
<td>12 noon-1.00: Tour of the Library and Museum</td>
<td>12 noon: First essay title deadline</td>
<td>2.00</td>
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<tr>
<td>1-2 Lunch party for new graduates</td>
<td>W 13 Nov</td>
<td>M 11 Nov</td>
<td>Th 14 Nov</td>
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<tr>
<td>2.00-3.00: Welcome (room G21)</td>
<td>12 noon: Submission of requests to take an Examination or Exercise</td>
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<tr>
<td>3.00-4.30: Introduction to specialist skills (room G.21)</td>
<td>W 13 Nov</td>
<td>Th 12 Dec</td>
<td>Th 5 Dec</td>
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<tr>
<td>4.30: Tea/coffee (room G.21)</td>
<td>12 noon: Last date to request change to approved first essay title</td>
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<td>W 9 Oct</td>
<td>F 22 Nov</td>
<td>M 9 Dec</td>
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<tr>
<td>12 noon: Electronic resources (room G19)</td>
<td>12 noon: Submission of first essay</td>
<td>2.00</td>
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<tr>
<td>2.00-4.00: Research Skills Seminar 1 (G21)</td>
<td>Th 28 Nov</td>
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<td>Th 10 Oct</td>
<td>F 22 Nov</td>
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<tr>
<td>2.00-4.00: Research Skills Seminar 2 (G21)</td>
<td>12 noon: Absolute deadline for first essay submission</td>
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<td>F 11 Oct</td>
<td>F 22 Nov</td>
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<tr>
<td>5.15-6.30: ‘Meet and Greet’ (room G.21)</td>
<td>M 9 Dec</td>
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<tr>
<td>6.30-7.30: Drinks party (Cast gallery)</td>
<td>12 noon: Second essay title deadline</td>
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<tr>
<td>Tu 15 Oct</td>
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<tr>
<td>2.00-4.00: Research Skills Seminar 3 (G21)</td>
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<tr>
<td>W 16 Oct</td>
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<tr>
<td>2.00-4.00: Research Skills Seminar 4 (G21)</td>
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<tr>
<td>Tu and W from 22 Oct to 4 Dec</td>
<td>Tu 14 Jan</td>
<td>M 20 Jan</td>
<td>Th 30 Jan</td>
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<tr>
<td>2.00-3.30 or 4.00: Text and Topic Seminars</td>
<td>12 noon: Thesis title and proposal deadline</td>
<td>2.00</td>
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<tr>
<td>Th 5 Dec - F 6 Dec</td>
<td>W 14 Jan</td>
<td>M 3 Feb</td>
<td>Th 20 Feb</td>
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<tr>
<td>Individual meetings with Academic Graduate Secretary (room G.04)</td>
<td>W 15 Jan</td>
<td>M 9 March</td>
<td>Th 12 Mar</td>
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<tr>
<td>F 13 Dec</td>
<td>W 15 Jan</td>
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<tr>
<td>4.00: First essay marks by email</td>
<td>W 15 Jan</td>
<td>M 9 March</td>
<td>Th 12 Mar</td>
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<td>W 19 Feb</td>
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<td>W 25 Mar</td>
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<td></td>
<td>Tu 14 Jan</td>
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<td></td>
<td>2.00-4.00: Research Skills Seminar 5 (G21)</td>
<td>Tu 14 Jan</td>
<td>M 20 Jan</td>
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<td>W 14 Jan</td>
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<tr>
<td></td>
<td>2.00-4.00: Research Skills Seminar 6 (G21)</td>
<td>W 15 Jan</td>
<td>M 3 Feb</td>
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<td>Tu and W 21 and 22 Jan to 10 and 11 Mar</td>
<td>Tu 14 Jan</td>
<td>M 20 Jan</td>
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<tr>
<td></td>
<td>2.00-3.30 or 4.00: Text and Topic Seminars</td>
<td>W 15 Jan</td>
<td>M 3 Feb</td>
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<td>F 13 Mar</td>
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<td>4.00: Second essay marks by email</td>
<td>F 13 Mar</td>
<td>M 9 March</td>
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<td>Tu 14 Jan</td>
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<td></td>
<td>12 noon: Thesis title and proposal deadline</td>
<td>Tu 14 Jan</td>
<td>M 20 Jan</td>
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<td>W 15 Jan</td>
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<td>12 noon: Last date to propose revised exam arrangements</td>
<td>W 15 Jan</td>
<td>M 3 Feb</td>
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<td>W 29 Jan</td>
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<td></td>
<td>12 noon: Last date to request change to approved second essay title</td>
<td>W 29 Jan</td>
<td>M 9 March</td>
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<td>W 5 Feb</td>
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<td></td>
<td>12 noon: Submission of second essay</td>
<td>W 5 Feb</td>
<td>M 9 March</td>
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<td>W 19 Feb</td>
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<td></td>
<td>12 noon: Submission of 3rd essay title</td>
<td>W 19 Feb</td>
<td>M 9 March</td>
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<td></td>
<td>12 noon: Absolute deadline for Second Essay submission</td>
<td>W 19 Feb</td>
<td>M 9 March</td>
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<td>W 25 Mar</td>
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<td></td>
<td>12 noon: Last date to request change to approved third essay title</td>
<td>W 25 Mar</td>
<td>M 9 March</td>
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<td>Meetings for Students</td>
<td>Students' Deadlines</td>
<td>Graduate Studies Committee</td>
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<td><strong>EASTER TERM</strong></td>
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<tr>
<td><strong>F 1 May</strong> 4.00: Third essay marks by email</td>
<td><strong>Tu 7 April</strong> 12 noon: Submission of third essay</td>
<td></td>
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<tr>
<td><strong>W 10 June 6.00-8.00: Drinks party and course discussion (Cast Gallery)</strong></td>
<td><strong>W 15 April</strong> 12 noon: Absolute deadline for third essay submission</td>
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<td><strong>Th 16 April</strong> 2-5 pm: Other exams</td>
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<td><strong>Tu 21 April</strong> Part 1A language exam</td>
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<td><strong>F 24 April</strong> 12 noon: Last date to request change to approved thesis title</td>
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<td><strong>F 8 May</strong> 4 pm: Submission of full draft of thesis to supervisor</td>
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<td><strong>W 10 June 10.00: Submission of Thesis 12 noon: Absolute deadline for thesis submission</strong></td>
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<td></td>
<td><strong>M 15 – F 19 Jun</strong> Oral examinations</td>
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<td></td>
<td><strong>F 26 Jun</strong> Email notification of result by email</td>
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<td><strong>W 1 Jul: FULL RESULTS</strong></td>
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<td></td>
<td><strong>M 27 Apr</strong> 2.00</td>
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<td>Th 30 Apr</td>
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<td></td>
<td><strong>M 18 May</strong> 2.00</td>
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<td>Th 21 May</td>
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<td><strong>Tu 23 Jun</strong> 2.00</td>
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<td>Th 25 Jun</td>
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<tr>
<td></td>
<td>10.00</td>
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<td>Tu 30 Jun</td>
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### MARKING CRITERIA FOR MPHIL ESSAYS AND THESES

<table>
<thead>
<tr>
<th>Class</th>
<th>Numerical Mark</th>
<th>Typical features</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DISTINCTION</strong></td>
<td>80–85</td>
<td>Topic important and decisively treated. Discussion is rigorous, sophisticated, imaginative and far-reaching. Theoretical and methodological issues are identified and acutely discussed. Primary material is completely mastered and treated with acuity, freshness, and sustained insight. Scholarship on both the narrower and the wider field is comprehensively understood. The argument may be unorthodox but is irresistible. The writing is invariably clear and often elegant. Work at this level would almost be publishable with little change.</td>
</tr>
<tr>
<td><strong>HIGH PASS</strong></td>
<td>75–79</td>
<td>A significant topic, thoroughly covered. Discussion is notably perceptive and impressive in its range. Theoretical and methodological issues are well treated. Primary material is known in detail and treated with subtlety and insight. Scholarship is thoroughly covered and well understood and ramifications of study for wider issues are well indicated. The argument is significantly original and, in the main, compelling. The writing is lucid and well-adapted to the subject.</td>
</tr>
<tr>
<td><strong>PASS (CLEAR)</strong></td>
<td>70–74</td>
<td>Topic is well chosen and its possibilities effectively realized. Discussion of the particular topic is coherent and cogent, but may be restricted in range. Theoretical and methodological issues are clearly indicated. Primary material is well-known and effectively explored and exploited. Relevant scholarship is appropriately referenced. Argument is at least broadly convincing, even if not significantly original. The writing is well-structured.</td>
</tr>
<tr>
<td><strong>PASS (MARGINAL)</strong></td>
<td>65–69</td>
<td>Topic is suitable, but may be overly familiar or offer limited possibilities. Discussion is sensible but routine. Theoretical and methodological issues may not be systematically indicated. Primary material is known but treated unimaginatively. Major scholarly landmarks are known but broader scholarship may remain out of sight. There may not be a significant central argument.</td>
</tr>
<tr>
<td><strong>FAIL</strong></td>
<td>60–64</td>
<td>Topic is barely appropriate and the question asked may not be clear. Discussion is pedestrian or implausible. Primary material is only adequately known. There may be significant gaps in knowledge of scholarship. The argument may be hard to discern or somewhat implausible. The writing may not always be clear.</td>
</tr>
<tr>
<td><strong>FAIL</strong></td>
<td>59 and below</td>
<td>Topic may be poorly chosen, either too broad or too narrow to allow significant research results. What the topic demands is poorly understood. Discussion of the topic is superficial, too highly generalized or too narrowly focused. Knowledge of the relevant primary material is insufficient or insecure. Knowledge of the modern scholarship has very significant gaps. The argument may be incoherent or implausible. The writing may be seriously lacking in clarity.</td>
</tr>
</tbody>
</table>
### MPHIL LANGUAGE EXAM IN LATIN OR GREEK: MARKING GUIDELINES

<table>
<thead>
<tr>
<th>Class</th>
<th>Numerical Mark</th>
<th>Typical features</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DISTINCTION</strong></td>
<td>80–85</td>
<td>Outstanding comprehension of the original, with few if any mistakes. Good English style. 85 indicates a translation which can scarcely be improved on and reads like an original piece of English.</td>
</tr>
<tr>
<td></td>
<td>75–79</td>
<td>Excellent comprehension of the original, with a few mistakes. Good English style.</td>
</tr>
<tr>
<td><strong>HIGH PASS</strong></td>
<td>70–74</td>
<td>Good comprehension of the original, sound vocabulary and understanding of syntax, and generally good English style. Few basic errors, but occasional imprecision or paraphrase or gaps.</td>
</tr>
<tr>
<td><strong>PASS</strong> (CLEAR)</td>
<td>65–69</td>
<td>Competent translation, with syntax largely under control, but some basic errors of syntax and weaknesses in knowledge of vocabulary.</td>
</tr>
<tr>
<td><strong>PASS</strong> (MARGINAL)</td>
<td>60–64</td>
<td>Adequate comprehension of the original, but wavering and/or partial. Some control of vocabulary and syntax, although with not infrequent deficiencies and confusions and perhaps some gaps. Style mostly workmanlike, but may contain weaker patches. There may be a tendency for paraphrase or guesswork to extend over entire sentences or clauses, and some gaps.</td>
</tr>
<tr>
<td><strong>FAIL</strong></td>
<td>59 and below</td>
<td>Little or no comprehension of the original. Ignorance of even basic vocabulary. Translation often nonsensical. Many gaps. No attempt to guess. So incomplete a script that no judgement can be made of the quality of performance in the paper.</td>
</tr>
</tbody>
</table>
### MPHIL LANGUAGE EXAM IN AN ANCIENT LANGUAGE OTHER THAN LATIN OR GREEK

Marking criteria for Linguistic commentaries/data analysis in Ancient exam

<table>
<thead>
<tr>
<th>Class</th>
<th>Numerical mark</th>
<th>Typical features</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTINCTION</td>
<td>Normally 75 to 80. Higher marks may be given for exceptional work.</td>
<td>A performance which would include some or all of the following features: Accurate and coherent analysis of data; good range and precision in knowledge of primary material; excellent understanding of relevant phenomena in related languages; an ability to make connections between different words and texts; clear evidence of knowledge of secondary literature and modern interpretations of texts; evidence of independent critical thought in weighing up alternative explanations.</td>
</tr>
<tr>
<td>HIGH PASS</td>
<td>70–74</td>
<td>Two alternatives: i) uneven performance with many features earning distinction marks but with some inaccuracies and misunderstandings as well; ii) a generally well informed and clearly written performance, but without the depth and range of an overall performance of distinction.</td>
</tr>
<tr>
<td>PASS</td>
<td>60–69</td>
<td>Weaker, with a greater number of inaccuracies or misunderstandings. The reports may indicate the presence of first class work, but the overall strengths of the performance clearly do not outweigh its flaws; lower marks in this range indicate a bare competence in the criteria, with just enough knowledge of the data and ability to present it to merit a pass, but with significant signs of error or miscomprehension.</td>
</tr>
<tr>
<td>FAIL</td>
<td>59 and below</td>
<td>Lightweight, with significant and consistent failure of comprehension of material. Many errors, and substantial misunderstandings of phenomena. Incoherent or unclear accounts, with little or no evidence of knowledge of modern scholarship. A script significantly below the level expected of a graduate student.</td>
</tr>
</tbody>
</table>
The Criteria used for classifying 'Distinction' and 'High Pass' performances in the MPhil

Examiners are reminded that in order to proceed to a Ph.D. the Faculty’s normal requirement (which will be a condition of continuation) is that the candidate must achieve an overall Distinction in the MPhil. To achieve an overall Distinction in the MPhil, candidates must achieve at least a High Pass (70+) on the essay section and a Distinction (75+) on their thesis.

'Distinction' and 'High Pass' in the MPhil
(as circulated to MPhil students)

Summary:
To achieve an overall Distinction in the MPhil you must achieve at least a High Pass on the essay section and a Distinction on your thesis.

To achieve an overall High Pass in the MPhil you must achieve at least a High Pass on the essay section and a High Pass on your thesis.

Essay section:
(i) To achieve a Distinction on the essay section you need to achieve an agreed mark of 75+ on either the second essay, or the third essay/examination, or both.

Neither agreed mark on the second essay or the third essay/examination must be below 60%.

In marginal cases, an exceptional performance in the first essay may be used to benefit the candidate. That is, if the first essay is awarded a notional ‘High Pass’ or ‘High Pass with Distinction’, it may be taken into consideration when other marks are marginal.

(ii) To achieve a High Pass on the essay section you need to achieve an agreed mark of 70+ on either the second essay, or the third essay/examination, or both.

Neither agreed mark on the second essay or the third essay/examination must be below 60.

In marginal cases, an exceptional performance in the first essay may be used to benefit the candidate. That is, if the first essay is awarded a notional ‘High Pass’ or ‘High Pass with Distinction’, it may be taken into consideration when other marks are marginal.

(iii) Examiners should note that candidates offering a 1A language paper in place of a third essay will be marked for that paper according to the specific MPhil criteria included in this booklet.

Thesis section:
(i) To achieve a Distinction on your thesis your agreed mark must be 75 or above.

(ii) To achieve a High Pass on your thesis, your agreed mark must be between 70 and 74.

'Letters of commendation'
To be sent to candidates who have achieved a Distinction in the thesis part of the course.

M.Phil. theses recommended for Classical Essay Prizes
70+ from both examiners and agreed mark above 70; if more than three theses meet this criterion, the three theses with the highest agreed numerical marks to go forward.

Examiners should feel free to exercise flexibility in each year.

Marginal Fail in Thesis or Essay Half
The M.Phil. examination falls into two halves. The recommendation that a candidate pass or fail will be made by the Degree Committee, and normally it will be necessary for the candidate to pass both halves. In exceptional circumstances, the Degree Committee may decide that a candidate pass with a marginal fail in either the thesis or the essay half, if the candidate has a high pass on the other half of the M.Phil. In coming to their decision, the Degree Committee may also take into consideration the overall trajectory, and the general pattern, of the candidate's performance during the course of the year.
Appendices

Faculty Advice on Plagiarism

Plagiarism is defined by the University as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.

You are obliged to have read and understood the University’s policy on plagiarism (below). 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, you run the risk of being penalised by the 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. Students from other academic traditions should be aware that there may be differences in the approach to academic writing with which they are familiar, and those expected in Cambridge, where you are expected to be explicit when acknowledging all sources whether paraphrased or quoted.

The problem of plagiarism relates to all types of written work, including work submitted for supervisions. In fact, it is through the writing of these drafts that most students quickly come to appreciate the extent to which earlier work in a particular field should be explicitly acknowledged. Supervisors will routinely advise their pupils whether they are giving adequate recognition to the ideas formulated by other scholars which are being reported in their writing. On common-sense grounds, 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.

The possibility of plagiarism (taking the ideas or writing of another person and using them as one’s own) should be borne in mind particularly when writing an essay which will form part of the MPhil assessment, and when writing the MPhil dissertation. 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 the reader can find the passage in question: you are required by the Regulations to ‘give full references to sources’. If you use a published English translation, you should also acknowledge its source.

If you have concerns about any of these issues, you should consult your supervisor at an early stage. Graduates can also consult the Academic Graduate Secretary.
Student information and consent form for the use of Turnitin UK text-matching software in the Faculty of Classics

Introduction

The University subscribes to Turnitin UK software which is widely used in UK universities and matches text in work submitted to the software to that in a large database of online sources. This document explains how Turnitin UK will be used by the Faculty of Classics and explains the implications of submitting your work to the software.

You are reminded that Turnitin is only one method of checking the originality of your work. Examiners may initiate the standard investigative procedures if they have unresolved queries about the originality of your work, regardless of whether Turnitin has been used or whether it has substantiated any concerns.

The University Advocate may decide to prosecute a student suspected of plagiarism or collusion to plagiarise, even where that student has not consented to the use of Turnitin. In such circumstances the student may be specifically asked by the Advocate to consent to submission to Turnitin and a failure to consent will be provided as part of the evidence against him or her.

Plagiarism and good academic practice: your responsibilities

You should ensure that you are familiar with the discipline-specific guidance about referencing conventions and good academic practice which is issued by the Faculty of Classics and can be found at http://www.classics.cam.ac.uk/current-students/plagiarism.

If, after reading the guidance, you have any outstanding queries you should seek clarification at the earliest opportunity from the Academic Graduate Secretary or your supervisor.

You should also familiarise yourself with the statement on plagiarism which is appended to this document. This statement is posted on the University’s plagiarism website, https://www.plagiarism.admin.cam.ac.uk/what-plagiarism/universitys-definition-plagiarism, which also features links to useful resources and guidance.

About Turnitin UK text-matching software

a) Who controls the service?

Turnitin UK is part of the JISC Plagiarism Advisory Service (JISCPAS). This University is the recognised Data Controller for the data held and processed by, or on behalf of, the service. An American company, iParadigms, is the Data Processor.

b) How does Turnitin UK work?

Turnitin UK may detect direct plagiarism, paraphrasing and collusion as submitted work is compared with a vast database of online material and with a ‘private’ database of previous submissions. Therefore, submitting your work to the database helps to protect it from future attempts to plagiarise it, and helps to maintain the integrity of the University’s qualifications.

The software makes no judgement about whether a student has plagiarised, it simply shows the percentage of the submission that matches other sources and produces an originality report which highlights the text matches and, where possible, displays the matching text and its immediate context.

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5 This includes allowing another student to copy your work
In many cases the software highlights correctly cited references or innocent matches. Therefore, Examiners will carefully review all originality reports to determine whether the work does contain plagiarism.

**How will Turnitin UK be used in the Faculty of Classics?**

Work submitted for assessment in the Faculty of Classics may be put through the Turnitin system to help Examiners to **detect** the extent and source of plagiarised material in work submitted for assessment. It will be used only where Examiners have concerns about the originality of the work.

Work (whether it be MPhil essays or thesis, the Prelims essay portfolio or the Part II dissertation) must be submitted in three forms:

(a) as a Word document (.doc/.docx) which will be used for word-count purposes
(b) as a pdf
(c) in hard copy (two copies).

Examiners raise initial concerns when marking assignments to the Chair of Examiners.

The Graduate Administrator runs suspicious assignments through Turnitin (identified by a code number only).

The results are reviewed by the Chair of Examiners.

A form is completed by the Chair of Examiners on the outcome of the use of Turnitin which will be retained by the Graduate Administrator.

**What will happen if matches are identified between my work and another source?**

If Turnitin UK detects matches between your work and another source, the Examiners will review the resulting originality report to judge whether the matches are innocent, or whether you have appropriately referenced these matches (if not, this may constitute plagiarism), and/or whether you have made excessive use of material from other sources (which may be poor academic practice).

The Examiners will mark your work purely on the basis of its academic merit. However, depending on the extent and context of the matches, your work may be referred to the Proctors for further investigation. In such cases the Turnitin UK originality report may be used as evidence. If you are found to have plagiarised, the penalty may be severe and your degree may be withheld.

**Will Turnitin UK affect my intellectual property rights or copyright?**

The copyright and intellectual property rights of the submitted material remain wholly with the original owner (normally the student, with the exception of some collaborative or sponsored research projects). However, you are asked to permit Turnitin UK to:

- reproduce your work to assess it for originality;
- retain a copy of your work for comparison at a later date with future submissions.
Will my personal data be retained by Turnitin UK?

Material submitted to Turnitin UK will be identified by your examination number, course details and institution: personal data will not be used.

What will happen if text submitted by another student matches that in my work?

a) Matches to text submitted from other HE institutions

If a report generated by another institution identifies a match to your work, the report will only show the extent of the match and the contact details of the University’s Turnitin UK Administrator. If approached, the Turnitin UK Administrator will attempt to contact you about the matter. The contents of your work will not be revealed to a third party outside Cambridge without your permission.

b) Matches to text submitted from within the University

If a match is found to material submitted from within the University, the Examiners can obtain the full text without approaching you.

How do I apply for my work to be removed from Turnitin UK?

Work submitted to Turnitin UK will be stored indefinitely on the Turnitin UK database unless you specifically request that it be removed. To maximise the effectiveness of the software, it is hoped that such requests will be kept to a minimum. However, once examinations have been concluded, you may at any time contact the Faculty’s Turnitin UK contact (the Faculty Administrator) to request that your work be removed.

Sources of further information and support

The University’s plagiarism website: https://www.plagiarism.admin.cam.ac.uk/

Turnitin information website: https://www.plagiarism.admin.cam.ac.uk/turnitin-uk
University-wide statement on plagiarism

The General Board, with the agreement of the Board of Examinations and the Board of Graduate Studies, has issued this guidance for the information of candidates, Examiners and Supervisors. It may be supplemented by course-specific guidance from Faculties and Departments.

Plagiarism is defined as submitting as one’s own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.

Examples of plagiarism include **copying** (using another person’s language and/or ideas as if they are a candidate’s own), by:

- quoting *verbatim* another person’s work without due acknowledgement of the source;
- paraphrasing another person’s work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- using ideas taken from someone else without reference to the originator;
- cutting and pasting from the Internet to make a pastiche of online sources;
- submitting **someone else’s work** as part of a candidate’s own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as ‘essay banks’ or ‘paper mills’, or not attributing research contributed by others to a joint project.

Plagiarism might also arise from **colluding** with another person, including another candidate, other than as permitted for joint project work (i.e. where collaboration is concealed or has been forbidden). A candidate should include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work.

Plagiarism can occur in respect to all types of sources and media:

- text, illustrations, musical quotations, mathematical derivations, computer code, etc;
- material downloaded from websites or drawn from manuscripts or other media;
- published and unpublished material, including lecture handouts and other students’ work.

Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) vary according to the subject matter and mode of assessment. Faculties or Departments should issue written guidance on the relevant scholarly conventions for submitted work, and also make it clear to candidates what level of acknowledgement might be expected in written examinations. Candidates are required to familiarize themselves with this guidance, to follow it in all work submitted for assessment, and may be required to sign a declaration to that effect. If a candidate has any outstanding queries, clarification should be sought from her or his Director of Studies, Course Director or Supervisor as appropriate.

Failure to conform to the expected standards of scholarship (e.g. by not referencing sources) in examinations may affect the mark given to the candidate’s work. In addition, suspected cases of the use of unfair means (of which plagiarism is one form) will be investigated and may be brought to one of the University’s Courts. The Courts have wide powers to discipline those found guilty of using unfair means in an examination, including depriving such persons of membership of the University, and deprivation of a degree.

The University’s plagiarism and good academic practice website ([https://www.plagiarism.admin.cam.ac.uk/](https://www.plagiarism.admin.cam.ac.uk/)) provides more information and guidance.
**Discipline Regulation 6**

No candidate shall make use of unfair means in any University examination. Unfair means shall include plagiarism* and, unless such possession is specifically authorized, the possession of any book, paper or other material relevant to the examination. No member of the University shall assist a candidate to make use of such unfair means.

* Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement.
Bibliographical Citation

In citing ancient and modern works, you are expected to use a consistent and clear system.

When writing your MPhil essays and thesis, even the first drafts, it is very important to establish consistent habits from the outset. If you do not do this, you will waste a lot of valuable time later on re-organising and standardising your citations.

Work should be typed in double spacing on A4 paper and on one side of the paper only. Notes should be numbered consecutively, and presented either as footnotes or as endnotes on separate sheets. Greek quotations need not be typed, but every letter must be clear and legible; especial care should be taken over accents and breathings.

Quotations in English and other modern languages (not Latin or any language using a non-Roman alphabet) should be put in single inverted commas. A quotation within a quoted passage has double inverted commas. Short passages of Latin and self-contained phrases in languages other than English (such as coup de grace or fait accompli) should be italicized. Longer passages should be indented.

There are several ways to present bibliographic references. You may wish to follow that of a major classical journal, e.g. the Cambridge Classical Journal (https://www.cambridge.org/core/journals/cambridge-classical-journal/information/instructions-contributors). The most economical way to give bibliographic references is to use the short reference (name and date) system e.g. Syme 1939: 78-9 with full bibliographic details given in the 'List of works Cited and Consulted' at the end of the essay.

Abbreviations may be assigned to books that will be generally familiar (e.g.: OCP, LSJ, CHCL, FGrHist, IG, RE, omitting full points). A useful list of abbreviations conventionally used in the field can be found at the website of the Oxford Classical Dictionary (https://oxfordre.com/classics).

Ancient authorities should be referred to following the style adopted in the Classical Quarterly: e.g.: Aristophanes, Birds 135; Homer, Od. 1.1 (not a 1); Lucr. De Rerum Nat. 1.47; Cic. Phil. 2.20 (not 2.8 or 2.8.20); Plin. N.H. 9.176 (not 9.83.176 or 9.83); Quint. 10.1.46; Soph. O.C. 225 (retain full points; do not use 1. or ll., but, where necessary, line or lines).

Text in a footnote should be treated like any other sentence, i.e. should be closed by a full-stop (even if it consists only of references).

Accents and diacritics

Greek should be printed with breathings (aspiration). Students may choose to print iotas either adscript or subscript, and both lunate and regular sigma are permissible; but consistency is required. The Faculty does not insist on the use of accents in Greek words for MPhil essays or theses. However, candidates are strongly encouraged to do so, as they will have to be indicated in any publication containing Greek (whether resulting from MPhil material or not), and accuracy and paying attention to small details are important research skills. Candidates should take particular care to check the accentuation of any Greek text copied from electronic resources (such as the TLG or Perseus) against a relevant authoritative printed version (e.g. the Oxford Classical Texts series) as mistakes in electronic versions are not uncommon. Candidates unfamiliar with the principles of Greek accentuation may wish to attend the lectures and classes on Greek accents.

Diacritics, common in particular in foreign names and thus likely to appear in bibliographies, must always be indicated, thus

Väänänen not Vaananen
Książki not Ksiazki
Čop not Cop etc.

However, for purposes of alphabetical listing, the diacritic(s) shall not be counted, thus Čop should be listed under C etc.

Submission of Theses

Remember: You must submit a full first draft of your thesis to your supervisor by the date specified in this handbook.

Checklist for the submission of Theses:
• 2 copies of your Thesis bound in durable binding
• A Faculty cover sheet bound into each copy of your thesis, bearing the approved thesis title.
• Your full name on the cover sheet as it appears on your passport.
• Text of your thesis submitted electronically as a MS Word document (.docx).6

Thesis submissions (unlike essays) are subject to a number of University regulations. Provided that you use the cover sheet provided by the Faculty, and use your full name as it appears on your passport, your thesis will fulfill those regulations. You may read them here:

https://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information/submitting-and-examination/mphilres

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

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Model No.</th>
<th>Speed ppm</th>
<th>Stapling</th>
<th>Booklet</th>
<th>A3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MX6070N with internal finisher</td>
<td>60</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td>3</td>
<td>MX3070N with internal finisher</td>
<td>30</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
</tr>
</tbody>
</table>

‘Follow Me Printing’ software allows you to 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/mydssprint/. 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 graduate 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.
Faculty of Classics – Examinations Data Retention Policy

The following policy applies to the following course:

MPhil in Classics

**Routinely Available Data:**

<table>
<thead>
<tr>
<th>Data</th>
<th>Retention Period</th>
<th>Accessible through:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marks &amp; comments on individual essays &amp; examinations</td>
<td>Indefinitely</td>
<td>Academic Graduate Secretary</td>
</tr>
<tr>
<td>Final transcript of marks</td>
<td>Indefinitely</td>
<td>Academic Graduate Secretary</td>
</tr>
</tbody>
</table>

The Faculty Board have determined that these are meaningful or helpful as indicators of performance in the course.

**Data available on request (where available):**

<table>
<thead>
<tr>
<th>Data</th>
<th>Retention Period</th>
<th>Accessible through:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minutes of Examiners’ meetings</td>
<td>1 year from publication of results</td>
<td>Academic Graduate Secretary</td>
</tr>
</tbody>
</table>

At the end of the retention period, data are either destroyed or anonymised and used for statistical analysis.

Please request data in writing from:

**Academic Graduate Secretary**
Faculty of Classics
Sidgwick Avenue
Cambridge
CB3 9DA

E-mail: graduate.secretary@classics.cam.ac.uk

Release of data under this policy does not constitute a subject access request under the Data Protection Act 1998. Request for access to all other personal data should be directed to:

**University Data Protection Officer**
The Old Schools
Trinity Lane
Cambridge
CB2 1TN

Tel: 01223 332320
E-mail: data.protection@admin.cam.ac.uk
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 network

**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, Mr Nigel Thompson, 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 Library is also open from 9 – 6 during Saturdays in Full Term, and the Museum is open from 10-1 during Saturdays in Full Term. The Museum is closed to visitors on Mondays.

During Full term, the outside doors are unlocked between 8.30 am and 7 pm Monday – Friday, and between 8.50 am and 6.00 on Saturday. The doors are not unlocked on Sundays. Outside Full Term, the outside doors are unlocked between 8.30 am and 5 pm during the week and are left locked at all times at weekends.

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

All staff, graduate 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) 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) 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 network) or on 01223 331818 (outside the network). Police/ambulance/fire can be reached by dialing 1999 (on internal phone network) 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).
Regulations

The formal regulations for the MPhil course are as follows:

1. The scheme of examination for the one-year course of study in Classics for the degree of Master of Philosophy shall consist of:

   (a) a thesis of not less than 8,000 words and not more than 12,000 words in length, including footnotes and appendices but excluding bibliography, on a topic approved by the Degree Committee for the Faculty of Classics;

   and

   (b) two pieces of submitted work, each of which may be, subject to the approval of the Degree Committee, either an essay of about 4,000 words or an exercise of comparable substance, each on a topic approved by the Degree Committee and falling within the same general area as the candidate’s thesis or otherwise suitably related to it. The Degree Committee may require a candidate to offer instead of one of the essays a language examination consisting of an exercise in alternative Greek or Latin translation in one of the following written papers taken from Part Ia of the Classical Tripos:

      i. Paper 2: Alternative Greek language and texts

      and

   (c) one further essay of circa 4,000 words on a topic approved by the Degree Committee. The marks for this essay shall be taken into consideration only if it has been judged to be at least of High Pass level and the candidate’s other marks are borderline.

2. The examination shall include an oral examination on the thesis and on the general field of knowledge within which it falls and, at the discretion of the Examiners, on the essays or other exercises submitted by the candidate; save that the Examiners may, at their discretion, waive the requirement for an oral examination.

3. Attendance at, and participation in, the relevant seminars are required.