

# FACULTY OF CLASSICS

## PHD HANDBOOK



2018-19

*Cover illustration:*

Antinous

Cast: Museum of Classical Archaeology, Cambridge.

## Welcome to the Classics Faculty!

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

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

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

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

## Reference

### *Calendar 2018-19*

Michaelmas Full Term: 2 October – 30 November

Lent Full Term: 15 January – 15 March

Easter Full Term: 23 April – 14 June

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

### *Useful Links*

- Faculty website: <http://www.classics.cam.ac.uk>
- Moodle: <https://www.vle.cam.ac.uk/my/>
- University lecture listings: [www.timetable.cam.ac.uk](http://www.timetable.cam.ac.uk)
- Cambridge University Reporter: <http://www.admin.cam.ac.uk/reporter>
- Classics Society: <http://www.classicsoc.co.uk>
- Student-Staff Joint Committee: [www.classics.cam.ac.uk/current-students/ssjc/](http://www.classics.cam.ac.uk/current-students/ssjc/)
- Careers service: [www.careers.cam.ac.uk](http://www.careers.cam.ac.uk)
- CUSU (Cambridge University Students' Union): [www.cusu.co.uk](http://www.cusu.co.uk)

### *Who's Who*

#### **Academic Secretary for Graduate Affairs**

The Academic Secretary (Graduate), Dr Carrie Vout, is available to give graduates help with problems to do with their work. Email: [cv103@cam.ac.uk](mailto:cv103@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 Graduate administrator, Simon Flack, will be able to help with any administrative queries that may concern you. Email: [graduate.secretary@classics.cam.ac.uk](mailto:graduate.secretary@classics.cam.ac.uk).

#### **Librarian**

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

## *What's What*

### **Graduate Studies Committee (GSC)**

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

### **Board of Graduate Studies (BoGS)**

PhD degrees are awarded by the Board of Graduate Studies, which is the University's ultimate authority in all graduate matters, including cases of appeal. For the Code of Practice for Graduate Research Degrees which lays out the University's framework for doctoral studies, see: <http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/policy/quality/cop/>

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

A committee comprised of staff members and elected student representatives, which meets termly to discuss issues related to undergraduate and graduate activities

### **Student Registry**

The administrative division of the University, of which the Board of Graduate Studies is a part. There is a wealth of useful information for PhD students on their website:

<http://www.admin.cam.ac.uk/students/studentregistry/current/graduate>

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## The PhD in Classics

### *Formal Requirements for the PhD.*

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

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

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

If anything in this Regulation is unclear, please consult your Supervisor and/or the Academic Secretary.

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

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

There is also a residence rule, which states that candidates for the PhD must normally pursue supervised research in residence in Cambridge for at least 9 consecutive terms (3 years). Part-time students have different requirements; please refer to the Student Registry website. In special circumstances one can obtain leave to undertake work away from Cambridge which will count towards the fulfillment of the residence requirement.

### *Supervision*

You will have primary and secondary supervisors appointed by the Degree Committee.

No detailed code of instructions governing graduate supervision exists, and the graduate community when consulted recently on this matter felt that none was necessary. However, the Degree Committee expects primary supervisors to see their research students about once a fortnight. You may, for various reasons, wish to vary this, but it is important that supervisors should be available for consultation fortnightly. It is possible in principle to change supervisors.

You will also have a secondary supervisor, who is expected to get to know your work as it progresses, partly through the registration and review process (see below), and offer a range of advice; and who will be available to act as your supervisor if your primary supervisor goes on leave or is otherwise unavailable; as well as acting as a referee for you in job applications. It is possible for your second supervisor to also act as your internal examiner (see “Formal Requirements” above).

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

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

### ***Registration for the PhD***

In your first year as a PhD student, you will be assessed by two senior members of the Faculty who have expertise relevant to your research. Neither of these academics may be your supervisor, but one of them will usually be your 'secondary supervisor'. This is the process of registration for the PhD; a student must be registered to continue with the PhD programme.

All students beginning study for the PhD in the Faculty in October 2018 will go through the registration process before the end of Easter Term 2019 – that is, the end of their third term of doctoral study in Cambridge. For this registration the student is required to provide three things:

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

Full-time PhD students beginning their studies in January or April will go through the registration process before the end of their third term of doctoral study in Cambridge; part-time PhD students will go through the registration process during their second year of study.

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

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

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

The report then goes to your supervisor for comment, and is then passed on to the Graduate Studies Committee for scrutiny.

Following the meeting with the assessors, your Personal Development Plan should be submitted to the Faculty by the end of Full Easter Term, and will additionally be reviewed by the Graduate Training Officer. For further details, see below.

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

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

The student is required to provide two things:

- (a) a short progress report consisting of a statement of work undertaken so far, and a prospectus of work to be undertaken in the coming year; this need be no more than 2 sides of A4, but should give an idea of the subject and scope of your proposed PhD dissertation;
- (b) a piece of written work that indicates your research achievements so far; usually a rough draft of one or more chapters of your PhD, or an equivalent piece of writing, between 7,000 and 10,000 words in length.

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

The report then goes to your supervisor for comment (if he/she has not participated in the review), and is then passed on to the Graduate Studies Committee for scrutiny.

### ***Personal Development Plans***

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

PDPs are then reviewed annually by the Graduate Studies Committee, who will draw any concerns to the attention of your Supervisor and the Academic Secretary for Graduate Affairs.

### ***Managing your Student Status***

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

### ***Appointment of Examiners***

As your thesis moves towards completion, you will need to complete and submit an “Appointment of Examiners” form to the Faculty’s Degree Committee (via Lina Undicino, the Chief Secretary). The Faculty will ask your supervisor to make recommendations for an Internal and External Examiner,

these suggestions will need to be approved by the committee, and then the potential examiners must be formally approached. Please be sure to submit your form in good time.

The form can be found on the Moodle course, *PhD in Classics*:

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

### ***Submission***

Completed theses are submitted directly to Student Registry, and *not* to the Faculty. They are subject to numerous University requirements, over which the Faculty has no control. Extensive advice on submitting your thesis and the examining procedures is available on the ‘graduate examination’ section of the Student Registry website:

<http://www.cambridgestudents.cam.ac.uk/your-course/examinations/graduate-exam-information>

### ***End of Registration***

Most Classics PhD students are funded for three years (nine terms), with the “writing up” period often extending a little into the following year.<sup>3</sup> A full-time student is expected to submit their thesis by the end of their 12<sup>th</sup> term in residence (i.e. discounting time working away, or intermitting), otherwise they are automatically “de-registered” by Student Registry. **The Faculty strongly urges students to avoid this eventuality.**

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

If you believe there is a **possibility** that you will not submit by the end of your twelfth term, it is very important that you discuss this with your supervisor and the Graduate Secretary ahead of time. It is possible to apply to *extend* your End of Registration date, but this can take three months or more to approve, and should not be left to the last minute. Applications must be made between six and three months before your current submission deadline.

Full details are, again, available on the Student Registry website:

<http://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status>

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<sup>3</sup> For information regarding 10<sup>th</sup> term funding, please see the “Graduate Studies Fund” section, below.

## Resources

### *Common Room*

The graduate common room is Room G.10. The common room provides a valuable social space, as well as various practical facilities for graduate students (e.g. the ever-essential kettle, for all things caffeinated). Please keep it clean and tidy! For more details, see the 'Unofficial Graduate Handbook'.

### *Computers*

The Faculty's Computing Facilities are concentrated in the RVR Room attached to the library. All the computers have Greek fonts, and a range of other specialist software is installed on some of the machines; there are also networked printers available.

The University Computing Service runs courses on using a range of standard software packages: see [www.ucs.cam.ac.uk/training](http://www.ucs.cam.ac.uk/training).

### *Faculty Rooms*

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

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

### *Lectures and Seminars*

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

Although supervised work on your PhD thesis should be your primary concern, it is a normal and valuable part of graduate life to play an active role in *seminars*. This forms an integral part of your research training and development. In most terms there is at least one seminar organised by each of the main subject groups within the Faculty:

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

A list of these seminars is available on-line. In addition, MPhil. seminars are available to beginning PhD students (and others too, if there is room in the seminar, and with the consent of the convenor); and the Graduate Interdisciplinary Seminar is an important part of graduate life. In general, you should ask your supervisor's advice on seminar attendance.

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

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

[www.classics.cam.ac.uk/research/seminars/philological](http://www.classics.cam.ac.uk/research/seminars/philological)

### *Libraries*

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 [http://www.lib.cam.ac.uk/libraries\\_directory/libraries\\_directory\\_n.cgi](http://www.lib.cam.ac.uk/libraries_directory/libraries_directory_n.cgi). 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.

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

### *Modern Language learning*

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

German courses at several levels take place in the Faculty itself, starting early in your first term. Bear in mind, too, the resources of the graduate community. For example, there may be native speakers of the language in question among the graduates in the Faculty, 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.

## *Generic Skills Training*

Language learning and participation in seminars, as well as taking various courses focused on specific research skills (such as palaeography or epigraphy), all form part of your training as a research student, something on which the UK's higher education funding councils have put more emphasis in recent years. They require that PhD students should receive appropriate and relevant preparation and training both to complete a high-quality doctoral thesis in their chosen subject area and to develop a range of knowledge, understanding and skills necessary for their future employment, whatever that might be. These latter are known as 'transferable skills' or 'core generic skills' (and include items such as oral and written presentation skills, project design and management, not to mention teaching); and a range of relevant courses are provided within the University. Together with your supervisor, you will need to decide the particular package most suited to your needs and interests, drawing up a personal programme (or Personal Development Plan (*PDP*) to use the current jargon) of the various seminars and courses etc. you will be attending each year.

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

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

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

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

More information is available from the University's skills portal ([www.skills.cam.ac.uk](http://www.skills.cam.ac.uk)), and the University's Researcher Development Programme offers many training courses of interest to graduates:

[www.admin.cam.ac.uk/offices/hr/ppd/information/graduate](http://www.admin.cam.ac.uk/offices/hr/ppd/information/graduate).

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

## *Your Rights after Submission*

After submitting your dissertation you will still need to prepare for your viva; and after approval you may be required to make corrections. As such, you retain your rights to the above resources until you are finally approved for the PhD and are removed from the Register of Graduate Students.<sup>4</sup>

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

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

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

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

## Further Information

### *The Graduate Community*

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

### *Trouble-shooting and Support*

The Academic Secretary for Graduate Affairs provides information for prospective graduate students, and is responsible for ensuring that the needs of students, once admitted, are properly catered for. She will meet you all at the beginning of the year.

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

The Academic Secretary also acts as a kind of ombudsman for graduate students. In particular, if at any stage you feel that your working relationship with your Supervisor is unsatisfactory, then discuss the matter with the Academic Secretary (unless she *is* your Supervisor), in which case approach the Chair of the Faculty Board, Prof. Richard Hunter.

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 away from the Faculty. The University Counselling Service offers help, workshops and counselling across a wide range of issues (website: [www.counselling.cam.ac.uk](http://www.counselling.cam.ac.uk)).

If your work is disrupted as a result of illness or other problems, please let the Academic Secretary and your College's Graduate Tutor know **at once**, as well as your Supervisor.

In the event of problems of a very serious nature, or those that cannot be resolved within the Faculty, the University has a range of complaint, review and appeal procedures, details of which are outlined on the Student Registry website:

<http://www.admin.cam.ac.uk/students/gateway/appeals/>

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

### *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. The resource centre is in Keynes House, Trumpington

## Further Information

Street, Cambridge, CB2 1QA (telephone 01223 332301; textphone 01223 764085; website <http://www.admin.cam.ac.uk/univ/disability/>). Within the Faculty, the Disability Liaison Officer is Nigel Thompson ([Nigel.Thompson@admin.cam.ac.uk](mailto:Nigel.Thompson@admin.cam.ac.uk)), who will also be very happy to give advice.

For information on access to buildings in the University, please see <http://www.admin.cam.ac.uk/univ/disability/guide/>. The Faculty follows the University's Code of Practice in relation to reasonable adjustment for disabled students, details of which are available at <http://www.admin.cam.ac.uk/offices/education/support/index.html>

### *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 Faculty secretaries 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 consider subscribing to a national classicists' e-mailing list. Scholars from around the world regularly send messages to such lists, and they are a great way to keep up to date. Two of the best e-mail lists are:

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

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

## Financial Matters

### *Studentships and Scholarships*

The Faculty administers a number of studentships and scholarships, for which current graduate students may apply; these are advertised during Michaelmas and usually last for one year only.

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

### *Graduate Language Teaching Assistants*

Every year the Faculty appoints a number of Graduate Language Teaching Assistants. These bursaries are intended to provide graduate students with substantial teaching experience and a valuable addition to their CVs, as well as supporting Faculty teaching as a whole. An informal certificate is provided at the end of the bursary, confirming the teaching and assessment undertaken.

A call for applicants is usually made by email over the summer.

### *Graduate Studies Fund*

In circumstances of financial hardship, and in particular to help support the final stages of completion of a PhD thesis (sometimes referred to as “tenth term funding”), doctoral students may apply for a grant from the Faculty’s Graduate Studies Fund.

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

You can find out more information about other sources of funding for current graduates from the University’s CamFunds website: <http://webservices.admin.cam.ac.uk/camfunds>.

### *Travel Funds for Graduate Students*

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

It is a good idea to discuss with your supervisor at the beginning of each academic year what your travel plans are, particularly if you may need significant financial support to spend time consulting archives, manuscripts, or for other field work. Your supervisor should then contact the Academic Secretary who will be able to advise on the availability of funding for such needs.

**Henry Arthur Thomas (HAT) Awards:** If you are planning to travel *in connection with your studies*, (for example, you are attending a conference where you are giving a paper or visiting a museum to study a particular object) you may apply for support from the Henry Arthur Thomas fund, having first approached your College for funding.

HAT awards are usually applied for *after* the expenditure has been incurred. Completed application forms should be submitted to the Chair of the Faculty Board, together with receipts, a letter of support from your Supervisor, and evidence that a college contribution (or other grant) has been sought. Application forms are available from the “General Graduate Resources” section of Moodle: <https://www.vle.cam.ac.uk>

For queries, please contact Dr Chris Whitton, the Secretary of the Faculty’s Finance Committee.

**Corbett Travel Awards:** If your travel plans are unconnected with research you may apply for a Corbett Travel Award. Preference is given to 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.

### ***University Fieldwork Funds***

If you are applying for leave to work away from Cambridge in order to carry out fieldwork, you can apply to the University for a grant from its Fieldwork Funds at the same time as you apply for permission to work away. For more details, see the Student Registry website:

<http://www.admin.cam.ac.uk/students/studentregistry/current/graduate/progamme/workaway.html>

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

### ***AHRCresearchfunds***

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

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

### ***Research Visits/Field Trips***

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

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

## 'Specialist Skills' Courses

### *Academic reading courses in German*

The Faculty Board of Classics has authorised a course in German for classicists in the Academic year 2018-19. 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 2018 until March 2019, will consist of 15 classes of 90 minutes each. The course is offered at three levels of proficiency:

Tuesdays:	(TOTAL BEGINNERS)	11.30 - 1.00 pm in Room 2.03 First session, 9 <sup>th</sup> October 2018
Thursdays:	(INTERMEDIATE 2)	2.00 – 3.30 pm in Room 2.03 First session, 11 <sup>th</sup> October 2018
Fridays:	(INTERMEDIATE 1)	2.00 - 3.30 pm in Room 2.03 First session, 12 <sup>th</sup> October 2018

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

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

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

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

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

Please note: For the Beginners' course scroll down to **CULP:German Basic for Academic Purposes**. Ignore the date (Mon 8 Oct, 15.30). Click on the square bracket **[more dates...]** next to that date in order to access the right course. There are two Beginners' courses offered on Tuesdays 11.30 – 13.00. Make sure you choose the one saying **PRIMARILY FOR CLASSICISTS**.

*Mr Paul Hoegger, German Coordinator, University Language Centre*  
([pah38@cam.ac.uk](mailto:pah38@cam.ac.uk))

### *Coinage in action*

The course is intended for students of all branches of Classics. Its purpose is to help takers to identify the relevance of numismatic material to Part II thesis-topics, MPhil. essays, or PhD. and other research-based work, as well as to taught courses in the Tripos. Past graduate-members have been drawn from a range of subject-groups, including classical archaeologists/art-historians, ancient historians, and students of ancient literature and linguistics. No previous experience of coins is required and at least one bye-class on coin-identification and on reading coin-catalogues will be offered (18 January 2019, 16:00-18:00 in Room 1.04). MPhil. students new to Cambridge may also be interested in other sessions in the supplementary (Friday) series in which topics relating principally to the four C-group Part II papers are discussed in more detail than is possible in the Thursday classes (consult the General Courses entry online and the individual entries for Part II Courses - Group C). Both series will continue, as necessary, during the first four weeks of Easter Term.

Recent MPhil. essay-titles have been "Late Carthaginian coins of the Iberian peninsula", "How did Rome pay its soldiers in Greece in the second century BC?", "The coinage of the First Jewish Revolt: context and meaning", "Imperial women: Julio-Claudian female representations on coinage", "The 874 AUC-issue and Hadrian's coin programme for AD 121", and "For love and honour: the deification of Faustina I". There is, too, the option of offering a numismatic exercise in lieu of an essay; this might, for example, be a contribution to a project that has as its end a scientific catalogue of the now dispersed collection of Thomas Herbert (1656-1733), 8th Earl of Pembroke, of which a first fascicule, dedicated to the gold and silver coins of the late Roman republic, was offered in 2014.

The classes will be fully illustrated and (with discussion) will run for two hours. The syllabus will be problem-focussed rather than a chronological account of Greek and Roman coinage (for which see, below, the *Oxford Handbook*) and will seek to examine the strengths and limitations of the different and sometimes apparently contradictory sorts of evidence employed in trying to understand how coins behaved in the ancient world. The course unashamedly takes the perspective of students working principally from printed sources – coin-catalogues, find-reports, and individual studies – and a primary objective will be to provide a critical framework for approaching such sources. The interaction of literary, material, and comparative arguments will bear, too, on more general research techniques and on the way information is evaluated.

General procedures will be exemplified, where possible, by reference to material related to the interests of individual class-members. They include considering what can be learnt from the way coins are made and what weight should be given to the designs that appear on them. Set pieces from previous years include a critique of a particular site-report (Coins from the centre of Rome) and the reception of Greek and Roman coins from the Renaissance onwards (e.g. The image of Alexander the Great in fifteenth century Italy). A visit to the Bank of England Museum (refurbished in 2014) and to the British Museum's *Money* gallery (refurbished in 2013), either at the end of Lent Term or at the beginning of Easter Term, will complement the Cambridge classes.

MPhil. students minded to write either an essay on a numismatic topic or one that is likely to draw on numismatic evidence are encouraged to contact TRV so soon as possible, by e-mail to [t.r.volk@ntlworld.com](mailto:t.r.volk@ntlworld.com). He expects to be in Cambridge at the start of Michaelmas Term when he will be available (by appointment) in the Classics Faculty for one-to-one meetings (dates will be circulated nearer the time). A meeting for all interested students on Wednesday, 16 January 2019 (i.e. immediately before the start of Lent Term lectures) will provide an illustrated introduction to the course, as well as offering an opportunity to discuss course topics. It will run from 16:00 to 18:00.

*Preliminary reading: P. Grierson, Numismatics (Oxford, 1975); M. H. Crawford, 'Numismatics', in M. H. Crawford (ed.), Sources for Ancient History (Cambridge, 1983); C. Howgego, Ancient History from Coins (London, 1995); S. von Reden, Money in Classical Antiquity (Cambridge, 2010); W. Metcalf (ed.), Oxford Handbook of Greek and Roman Coinage (Oxford, 2012); and F. Martin, Money: the unauthorised biography (London, 2013).*

Mr Terence Volk, Affiliated Lecturer in Numismatics and Monetary History  
([trv10@cam.ac.uk](mailto:trv10@cam.ac.uk))

### ***Greek and Roman Epigraphy***

Inscriptions provide the historian with a wealth of essential information touching nearly all aspects of the Greek and Roman worlds: society, institutions and administration, laws, religion, army, prosopography, onomastics, etc. This course provides a basic introduction to Greek and Latin epigraphy. Examples will be chosen to illustrate the different types of inscriptions and their evolution, as well as the significance and limitations of epigraphic material. Students will be guided in the use of basic epigraphic scholarly tools and will work with inscriptions using squeezes and photographs, as well as printed editions.

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

*Dr Marguerite Hirt*  
([mh643@cam.ac.uk](mailto:mh643@cam.ac.uk))

### ***Greek and Roman Numismatics***

An Introduction to Greek and Roman Numismatics, eight two-hour lectures and hands-on classes, based on the world-class collection in the Fitzwilliam Museum. Themes include the historical importance of numismatic materials, monetary systems, coins as evidence of trade and commerce, coin types and legends as formal messages issued by ancient authorities, political manipulation of types and legends, and types and style in the figurative arts.

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

### ***Mycenaean Epigraphy***

An introduction to reading and interpreting the Linear B tablets. We will learn how to read the Linear B script and how to produce a transcription using standard editorial conventions, as well as covering approaches to the interpretation of the documents. These classes are open to all postgraduates, as well as to third-year undergraduates; they are essential for MPhil. candidates who intend to offer the Mycenaean Epigraphy exercise in place of the third essay, but will also be of particular interest to those studying the history of writing, the development of the Greek language, or Aegean prehistoric archaeology.

*Dr Torsten Meißner, Lecturer in Linguistics*  
([tm10012@cam.ac.uk](mailto:tm10012@cam.ac.uk))

### ***Palaeography and Textual Criticism***

Candidates interested in doing an exercise in either textual criticism or palaeography as a substitute for an essay should contact either Dr Lucia Prauscello (for Greek) or Prof. Stephen Oakley (for Latin).

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

## 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 which is given at <http://www.admin.cam.ac.uk/univ/plagiarism/students/statement.html>.**

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 essays written for term-time supervisions. In fact, it is through writing of supervision essays that most undergraduates 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 essays. 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 Tripos or MPhil assessment, and when writing Tripos, MPhil or PhD dissertations. 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 printed English translation, you should also acknowledge its source (eg Loeb translation).

If you have concerns about any of these issues, you should consult your supervisor at an early stage. Graduates can also consult the Academic Secretary (Graduate).

## Use of Classics Faculty photocopiers by Graduate Students

Following discussions on the SSJC and Faculty Board it has been agreed that Graduate Students may use the Faculty photocopiers for:-

- 1) Preparation and materials needed for Faculty seminars.
- 2) Supervisions, with the proviso that in the first instance supervisions are the responsibility of Colleges. You should only use the Faculty for photocopying if there is a good reason why you cannot do photocopying in College.
- 3) Preparation of material for SSJC (Student Staff Joint Committee).

If use of these facilities could be at times when they are not under pressure from other users (e.g. afternoons are generally better than mornings, out of term better than in term), this will be much appreciated.

The Faculty photocopiers may **not** be used for other purposes, such as general research photocopying, personal uses etc. The Faculty Library has a black and white self-service photocopier for student use, located next to the fire exit. Rechargeable photocopying cards can be purchased from the card dispenser located next to the photocopier. The photocopier also accepts cash. Copying costs 5p per A4 sheet and 10p per A3 sheet.

‘Graduate Students’ means full-time Graduate Students in the Faculty of Classics, not ex-graduate students, members of other faculties or outsiders of any sort.

This arrangement represents a liberalisation of the system, which has operated recently. Please be scrupulous in your use of the photocopiers. This arrangement is kept under constant review

## **Health, Safety and Security Information**

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

### **Occupational Health Advisers**

Tel. 36594

### **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. 35193) or the Chairman of the Faculty (Tel. 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. **31818**. This office operates 24 hours every day of the year. **The emergency number is Tel. 101.**

### **Mobility Disabilities**

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

### **Medical conditions**

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

### **Report Book**

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

### **Smoking**

No smoking is allowed in the Faculty building.

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

Working hours for the Faculty, its Library and the Museum are 9.00 – 5.00 p.m. Monday to Friday. The 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.

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 3) 31818 and they will monitor your exit on CCTV.

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

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

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

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

Security can be reached **IN EMERGENCIES ONLY** on 101 (within the network) or on 01223 767444 (outside the network). Police/ambulance/fire can be reached by dialing 1999 (within the 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.

## APPENDIX 4

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