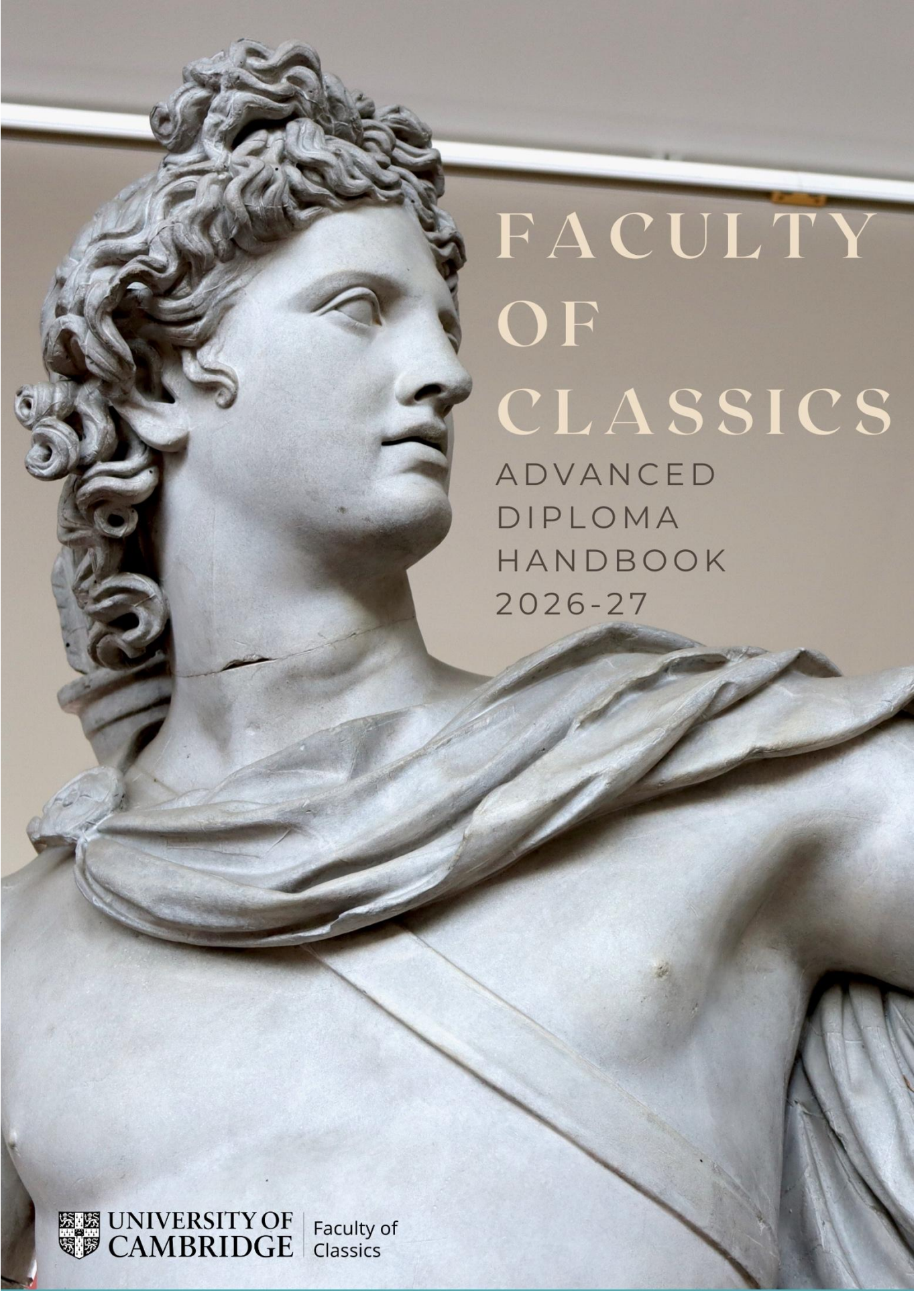




FACULTY OF CLASSICS

ADVANCED
DIPLOMA
HANDBOOK
2026-27



UNIVERSITY OF
CAMBRIDGE

Faculty of
Classics

Welcome to the Faculty of Classics!

This handbook contains all the important information regarding the Advanced Diploma in Classics (AdvD) at Cambridge for 2026-27. Please read it carefully. Any important changes will be circulated during the year. Other useful information will be provided during induction.

The main source of information on all aspects of Classics and University life is the Faculty of Classics [website](#).

The [Unofficial Postgraduate Handbook](#) written by the Postgraduate Representative will give a student's perspective about postgraduate study in Classics. It is currently based on perspectives from the MPhil and PhD, but much of it will be relevant to Advanced Diploma students, who should of course feel welcome to contribute to future editions.

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

Reference

Academic calendar 2026-27

Michaelmas Full Term: Tue. 6 Oct. – Fri. 4 Dec.

Lent Full Term: Tue. 19 Jan. – Fri 19 Mar.

Easter Full Term: Tue. 27 Apr. – Fri 18 Jun.

Lectures and seminars run in the period from the first Thursday to the last Wednesday of Full Term (e.g. 8 Oct. – 2 Dec. for Michaelmas). See also 'week' in the Glossary to this handbook.

Useful Links

[Faculty website](#)

[Moodle](#)

[University Code of Practice for PhD students](#)

[Faculty of Classics Student-Staff Joint Committee](#)

[CUSU \(students' union\)](#)

[University Careers Service](#)

[Cambridge University Classics Society](#)

Who's who

Director of the Advanced Diploma (DD)

The Director of the Diploma is Dr Mar A Rodda. They are responsible for the overall running of the course and are available to help and advise on any Diploma-related matters. Their office is G.07 and their email is mar202@cam.ac.uk.

Director of Postgraduate Studies (DPS)

The Director of Postgraduate Studies, Prof. Christopher Whitton, has overall responsibility for postgraduate matters. His office is G.04 and his email is clw36@cam.ac.uk. For administrative requests please email pg@classics.cam.ac.uk.

Director of Postgraduate Admissions (DPA)

The Director of Postgraduate Admissions is Dr Yannis Galanakis. He is responsible for Postgraduate Admissions, including continuation to the MPhil and PhD, and can be contacted on pg-admissions@classics.cam.ac.uk.

Chief Secretary and Postgraduate Administrator

The Chief Secretary, Ms Lina Undicino, and Postgraduate Administrator, Mr Simon Flack, will be able to help with any administrative queries. Simon has primary administrative responsibility for the Advanced Diploma and postgraduate admissions, amongst other things. His desk is in the front office (G.01A = Reception). Lina's is next door in G.02A. Both work from home some days. The best way to contact either of them is by email to pg@classics.cam.ac.uk.

Librarian

The Faculty Librarian, Lyn Bailey (lkb24@cam.ac.uk), is available to help with any queries regarding the Library and related resources.

Postgraduate Studies Committee (PSC)

Postgraduate matters in the Faculty are administered by the Postgraduate Studies Committee, under the oversight of the Degree Committee. The Director of the Diploma sits on the PSC *ex officio*. Both committees meet several times each term, and together deal with (for example) the admission and registration of PhD students, reviews of progress and scrutiny of examiners' reports. If you have any matters you wish to bring to these committees, please contact the DPS.

AdvD Examiners

The Examiners for the AdvD are the members of the PSC. The Chair of Examiners is the DPS. The External Examiner for 2026-27 is Dr Sebastian Matzner (King's College London). Markers for exams and submitted work are drawn from across the Faculty of Classics.

Contents

Reference	1
Who's who	2
0. Course calendar	5
Dates and deadlines	5
1. The Advanced Diploma in Classics	7
Course structure and requirements	8
Advisors	8
Lectures and other seminars	9
Language teaching	11
Non-language teaching	12
Non-language examinations	13
Language examinations	13
Submitted translation and commentary	13
Standards and the use of sources	14
Use of modern languages	15
Length, presentation and formatting	15
Submission of work, deadlines and extensions	15
Examinations: adjustments and allowances	16
Marks	16
Results	16
Continuation to further postgraduate study	17
CamSIS reports	17
How the course is administered	17
Engagement and monitoring	18
Troubleshooting and support	18
Practical FAQs	18
2. Resources	20
Libraries	20
Common room	20
Museum of Classical Archaeology and Cast Gallery	20
Computing	20
Copying, printing and scanning	21
3. Specialist skills courses	22
Academic reading courses in German	22
Skills in Classics	22
4. Financial matters	24
Henry Arthur Thomas awards ('HAT grants')	24
Corbett Travel Awards	24
Hardship	24
5. Further information	25
The Classical postgraduate community	25
Personal relationships and conflicts of interest	25
Equality and diversity	25
Harassment and discrimination	25
Disability and mental health	26
Keeping up to date	26
Training needs	26
6. Marking and classification criteria	27
Marking criteria for a translation with commentary on a passage of Greek or Latin	27
Marking criteria for an examination in Greek or Latin	28

Marking criteria for non-language papers	29
Criteria for classifying performance in the Advanced Diploma	30
7. Formatting	31
8. Faculty policy on the use of AI in postgraduate work	32
9. Plagiarism and academic misconduct	33
10. Glossary of Cambridge words and phrases	34
11. Appendixes	36
Health, safety and security	36
Lone working policy	36
Regulations for the Advanced Diploma degree	38
Examinations data retention policy	40

0. Course calendar

Dates and deadlines

This section sets out the key dates for Advanced Diploma students. The first two columns are most important to you – *record them in your calendar*. 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.

[illegible]

LENT TERM

Mon 18 Jan
5.30-6.30 Postgraduate drinks, Cast Gallery

Thu 21 Jan
First day of Faculty classes & lectures (lecture week 1)

Friday 5 Feb
4pm First language examination results released by email

Mon 18 Jan
Language examinations for MT courses

Tue 19 Jan, 12 noon
Final deadline for changes to a different non-language paper

Tue 26 Jan, 12 noon
Deadline for translation and commentary proposals

Tue 2 Feb

2.00

Thu 4 Feb

Thu 25 Feb

Tue 16 Mar

2.00

Thu 18 Mar

EASTER TERM

Friday 28 May
4pm Second language examination results released by email

Wed 9 June
5-6.30 Postgraduate drinks (Cast Gallery)

Wed 7 July
Email notification of marks, degree approval, and status of MPhil applications

Mon 12 July
Final certificates emailed

Mon 26 Apr
Language examinations for LT courses

Tue 27 Apr, 12 noon
Final deadline for changes to translation and commentary proposals

Tue 8 June, 12 noon
Translation and commentary submission deadline

late May to mid-June
Part II examination period

Fri 30 Apr

2.00

Thu 6 May

Fri 21 May

2.00

Thu 27 May

Fri 2 Jul

9.00

Thu 1 Jul

Tue 6 Jul

1. The Advanced Diploma in Classics

The Advanced Diploma ('Diploma' or AdvD) is a nine-month taught postgraduate degree designed for UK and international students who have had limited or no experience in ancient Greek and/or Latin, and who wish to develop the skills to become independent learners and readers in one or both languages. Alongside this focus on language learning comes the chance to explore an aspect of Classical culture in depth, the opportunity to attend lectures and research seminars in the Faculty of Classics and integration in Cambridge collegiate life. It is classified as a 'one-year' course, but the actual running time is just over nine months – from the beginning of October to the beginning of the following July. It is expected that you will be in Cambridge working throughout almost all this period.

The course may serve as an end in itself, or as a gateway to:

- the Cambridge MPhil (or a Masters degree elsewhere) in Classics, for students with a suitable undergraduate degree (e.g. Classical Civilisation or a major in Classics involving little or no language work) and who wish to work on a topic requiring knowledge of ancient Greek and/or Latin;
- a Cambridge PhD (or a doctorate elsewhere) in Classics, for students with a qualifying Masters degree and who wish to work on a topic requiring knowledge of ancient Greek and/or Latin;
- postgraduate research in another discipline (e.g. English, History, Linguistics, Philosophy) on a topic requiring knowledge of ancient Greek and/or Latin;
- study for a PGCE in Classics.

The Faculty is aware that Diploma students may have different goals for how the Diploma can help them develop their future career; the format of teaching is designed to allow students to develop a range of approaches to working with ancient languages. This is achieved by combining Faculty language classes, some of them designed for Diploma students and some in which Diploma students will join our existing Undergraduate provision, with "language labs" and guided self-study. Diploma students will also receive dedicated supervision for their non-language examinations.

Students are encouraged to take advantage of the wide range of undergraduate lectures that the Faculty provides. The Diploma course is 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. For students to acquire a sound understanding of Ancient Greek and/or Latin: their syntax, vocabulary, and the styles of some major authors.
- ii. To allow students to broaden their general knowledge of the ancient Greek and Roman worlds through teaching informed by current developments in scholarship and research.
- iii. To introduce students to tools and resources for further study and research and equip them to use them effectively.
- iv. To provide opportunities for successful students to apply for research degrees, including our own MPhil and PhD degrees for which there is a requirement to be able to work confidently with evidence in the original ancient languages.
- v. To bridge a gap between undergraduate degrees in cognate disciplines (History, Philosophy, English, Classical Civilisation) and postgraduate research degrees in Classics.
- vi. To lead to careers in secondary education, usually via a PGCE, that may involve teaching Greek and/or Latin.

Course structure and requirements

The Diploma consists of three modules:

- i. Any two papers out of Greek A, Greek B, Latin A and Latin B (where A is for beginners and B follows on from A). Different strands of each paper can be combined with independent study, so as to accommodate as wide a range as possible from complete beginner to upper intermediate.
- ii. One paper chosen from a selection of the papers available for examination for Part II of the Classical Tripos (the final year of the undergraduate degree). Information about which papers are available for this year is detailed under [Non-language teaching](#) below.

The three modules carry equal weight. They are assessed as follows:

- i. Each language paper is tested by written invigilated **examination** in seen and unseen translation. Examinations for each paper will take place on a termly basis, as detailed in the [course calendar](#). One language paper will be examined at the beginning of the Lent Term and the other language paper will be examined in the Easter Term.
- ii. In addition, you will submit **one** piece of coursework comprising a translation into English of a short passage of ancient Greek or Latin of your choice, accompanied by a commentary of up to 2,500 words explaining the decisions taken in the course of the translation. This exercise will be worth **33% of your first language paper** (taught in Michaelmas and examined at the start of Lent Term); if you are taking two different languages across the year, your coursework should be in the same language as your first examination. Deadlines for the submission of passage proposals and for the final coursework submission are found in the [course calendar](#).
- iii. The non-language paper is tested by **examination**, typically one three-hour essay examination. This examination will take place towards the end of the Easter Term and will coincide with the relevant Part II examination.

Teaching for the language papers will be provided through a combination of **small-group classes** (typically 2-4 hours per week) and **language labs** (3 hours per week). Attendance at the language classes is mandatory. Language labs will usually be of relevance to the whole cohort, and therefore also compulsory, but may occasionally focus on one language or specific area of interest, in which case they will be optional for students to whom this is not relevant. For the translation and commentary exercise, students receive **2 solo supervisions**.

Note that some language classes in Michaelmas Term include a **pre-term learning** component (see dates in the [course calendar](#)). Diploma students taking certain papers will be invited to attend the pre-term learning component, as set out below; remote options are available for students who are not in a position to attend.

Teaching for the non-language paper comprises typically 16-24 hours of **lectures and/or classes** and **5 supervisions** (including formative essay work) alone or in small groups.

Advisors

Each Diploma student will be assigned a dedicated Advisor, who will normally be a University Teaching Officer in the Faculty. The primary role of an Advisor is to offer guidance on career and research interests. In the University's formal regulations for the Diploma, this individual is termed the 'Supervisor'.

All students will in addition be overseen by the Director of the Diploma, who approves their choices of Part II papers and will also be primarily responsible for delivering the language labs.

The key functions of your Advisor are:

- i. to meet with you as early as possible in the Michaelmas Term and to advise you on getting started and organising your work;
- ii. to stay in touch with you throughout the year, discussing your overall plan of work and your progress as well as advising on future plans;
- iii. to discuss your marks and feedback (if relevant) and talk through appropriate responses to it in preparation for the next assessment.

You should expect to meet your Advisor typically once or twice a term. **It is your responsibility to arrange**

meetings with your Advisor and/or Supervisor, not their responsibility to contact you. They may be absent from Cambridge at certain times of the year: you should schedule your meetings well in advance. In the unlikely event that you are experiencing problems in contacting your Advisor, you should notify the Director of the Diploma.

Teaching members of the Faculty are entitled to regular research leave ('sabbatical'), during which they are unavailable for graduate teaching from the start of the term of leave until the start of the following term. It is quite common therefore for students to have two different Advisors during the course, e.g. one for Michaelmas Term and one for Lent and Easter Terms.

Responsibility for arranging supervisions for your non-language paper sits with the Director of the Diploma, **not** with your Advisor. The DD also arranges supervision for the submitted translation and commentary component. For reasons of fairness, the Faculty has agreed that **feedback on drafts of the translation and commentary may be offered only by the supervisor of that piece of work.** You may, however, discuss an initial plan or abstract of a piece of work with your Advisor as well as your supervisor.

Lectures and other seminars

Undergraduate lectures

You are entitled to attend undergraduate lecture courses in the Classics Faculty and in any other Faculty except Clinical Medicine, provided there are no restrictions in a specific case. There may be lectures available which will help fill in the background to your research or supply necessary skills. Details of courses in the Faculty are [here](#) (follow the tabs on the left for Part IA, Part IB and Part II) and termly lecture timetables are [here](#). You should pay particular attention to the lectures for Part II (final-year undergraduate) courses: you should make sure to attend the lectures for your chosen non-language option, and consider whether other courses may also be useful for your research, in which case you are welcome to attend them without needing to ask the lecturer in advance. Handouts and other materials are increasingly posted on Moodle rather than distributed in hard copy. You should be able to self-enrol on each 'Moodle course'.

Caucus seminars

It is a normal and valuable part of postgraduate life to play an active role in seminars. This forms an integral part of your research training and development, a valuable change from your own work, and an important opportunity to socialise (there is generally an optional pub visit afterwards). In most terms there is at least one seminar (usually weekly) organised by each of the main Caucuses (subject groups) within the Faculty, held in the late afternoon on weekdays. They are aimed at postgraduate students, postdocs and academics.

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

Lists of seminars are published each term [here](#). Suggestions for inviting outside speakers are always welcome; please direct these to the Secretary or Chair of the relevant Caucus. Internal speakers are usually PhD students and senior members.

Postgraduate Interdisciplinary Seminar (GIS)

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

This [seminar](#) meets at 4.15pm in G.21 every Friday during Full Term. It is organised and attended by postgraduates in the Faculty. Each week, two students give a short presentation of work in progress followed by a discussion. There is a break for tea and biscuits, and a trip to a nearby pub after the seminar at 6 pm. This is an excellent change to find out about other people's work, to road-test your own, and to get used to taking part in seminars in an informal context: the emphasis is on work in progress and trying out ideas, rather than giving polished performances. All postgraduates in the Faculty, including Diploma students, are welcome.

Cambridge Philological Society

The [Cambridge Philological Society](#) meets two or three times a term on Thursdays at 4.30pm, with tea at 4pm, either in G.21 or in a College, to hear research papers on classical topics. Despite its name, it is concerned with the full range of classical scholarship. Membership is open to all, and you can ask your Advisor to propose you for membership. The membership fee includes a subscription to the *Cambridge Classical Journal*.

MPhil seminars

MPhil Research Skills Seminars and Text & Topic Seminars are not generally open to Diploma students, on the grounds of relevance, workload, and possible progression to the MPhil.

Language teaching

Each language is taught at two levels, A (beginners) and B (intermediate). Diploma students are free to choose any combination of two out of Latin A, Latin B, Greek A, and Greek B; they will receive teaching for each option for one term and will be examined at the start of the following term. While the choice of options is open, the schedule of teaching will depend on student needs and Faculty availability: for instance, a student who chooses Greek A + Latin B may have to take Greek A in Michaelmas and Latin B in Lent.

Teaching plans for 2026-27 are as follows:

Michaelmas Term

Greek A

Diploma students will be taught in Diploma-specific classes (3hrs/week). They are also encouraged to attend the relevant Greek language lectures. The DD will be in touch individually with students to advise on some preparation before the start of term.

Greek B

Diploma students will join the Faculty's existing Intensive Greek classes for MT (3hrs/week). IG classes assume a starting knowledge at GCSE-level or equivalent. They are also encouraged to attend the relevant Greek language lectures.

The Faculty offers 3 days of **pre-term learning** to undergraduate students starting IG classes (the dates for this academic year are in the [course calendar](#)). Diploma students should, if possible, join the pre-term classes, for which costs (including accommodation for the period, if not already included in graduate accommodation packages) will be covered by the Faculty. More information will be circulated in the summer. Students who cannot attend the pre-term classes should get in touch with the DD, who will advise on alternative ways to prepare.

Latin A

Diploma students will join the Faculty's existing Prelim. Latin classes for MT (3hrs/week). They are also encouraged to attend the relevant Latin language lectures.

The Faculty offers two weeks of **pre-term learning** to undergraduate students starting Prelim. Latin classes (the dates for this academic year are in the [course calendar](#)). Diploma students should, if possible, join the pre-term classes; this course is offered to them at the same conditions as for incoming undergraduates, for whom all tuition, accommodation and most meals come at no cost. More information will be circulated in the summer. Students who cannot attend the pre-term classes will be offered a remote alternative.

Latin B

This option will not be taught to Diploma students in Michaelmas this year, and should instead be taken in Lent.

Lent Term

Greek A

Diploma students will join the Faculty's existing Prelim. Greek classes for LT (3hrs/week). They are also encouraged to attend the relevant Greek language lectures.

Greek B

Diploma students will join the Faculty's existing Intensive Greek classes for LT (3hrs/week). IG classes assume a starting knowledge at GCSE-level or equivalent; those who have taken the Greek A option in MT will be taught to the required level. They are also encouraged to attend the relevant Greek language lectures.

Latin A

This option will not be taught to Diploma students in Lent this year, and should instead be taken in Michaelmas.

Latin B

Diploma students will join the Faculty's existing Prelim. Latin classes for LT (3hrs/week), or continue with them if they have taken Latin A in Michaelmas. They are also encouraged to attend the relevant Latin language lectures.

The set texts for the Latin options are the same as for the Prelim. Latin course (Augustus' *Res Gestae* in Michaelmas, Ovid's *Metamorphoses* book 3 and a selection of Catullus in Lent). Set texts for the Greek B options will follow the schedule of IG classes (selections from Lysias 1 and Plato's *Ion* in Michaelmas, selections from *Iliad* 1 and Herodotus

3 in Lent); Greek A students will be provided with a selection of original texts accessible to a beginner.

In addition to the Faculty classes detailed above, all Diploma students will attend bespoke classes with the DD, called “language labs”. Language labs will run for **3 hours/week** in Michaelmas and Lent; they will start with general approaches to language learning, vocabulary building, syntactic analysis and translation, and will later focus on more specific topics such as language resources for different areas of research in Classics (e.g. historical documents, technical writing) or skills-building for types of texts that are covered less extensively in Faculty classes (e.g. poetry in Michaelmas Term). Some of the language labs will also offer a space for revision, focusing for instance on questions and answers or on supervised translation practice.

Each student will also receive two hours of individual supervision for their submitted translation and commentary. These supervisions will normally take place in **weeks 2-6 of Easter Term**.

Non-language teaching

Teaching for the non-language paper comprises typically 16-24 hours of **lectures and/or classes** and **5 supervisions** (including formative essay work) alone or in small groups. Supervisions for Diploma students will normally be scheduled for Easter Term, but lectures and classes may run at different points throughout the year, and Diploma students will be responsible for organising their own attendance, although advice is available from the DD (who will also help resolve any scheduling conflict that may arise). The DD will also coordinate with course convenors about the relevant supervisions. Supervisions for this paper may be in groups of 1, 2 or 3. Supervisors are generally drawn from among University Teaching Officers, College Fellows and doctoral students in Classics.

Diploma students can choose any Part II paper available for the 2026-27 academic year, excluding theses and borrowed “O” papers, as their one non-language option; choices will be subject to PSC approval, as detailed below. A list of available papers is provided below; details for each will be made available in the relevant section of the Part II course overview [here](#). The letters M (=Michaelmas), L (=Lent) and E (=Easter) indicate the terms when the lectures for each Paper are scheduled to take place.

A1	Homer, <i>Odyssey</i>	M
	Virgil, <i>Aeneid</i>	L
A2	Greek poetry of the Roman empire	L
A3	Ovid’s <i>Metamorphoses</i> and the History of its Reception	M
A4	Greek and Latin Textual Criticism and Transmission of Texts Sophocles, <i>Oedipus Rex</i> 216-677 Catullus 1-8, 62, 69-116	M, L
B1	Plato Republic	M
B2	Aristotle on Wisdom and First Philosophy	L
B3	Ancient Scepticism	L
C1	Order and Disorder: Law and society in the Greek world	L
C2	Instruments of Empire	M
C3	Popular Culture in the Greco-Roman World	M
C4	The transformation of the Roman World, AD 284-476	L
D1	Aegean prehistory	M, L
D2	Rome, City of Art	L
D3	The Living Image? Art and its Critical Discourse in Graeco-Roman	L

	Antiquity	
D4	Beyond Athens and Rome: People, Places, Things	M
E1	Elements of Comparative Linguistics	M, L
E2	Greek in the Bronze Age	M, L
E3	The History of Latin from Below	M, L
X1	The Politics of Classical Reception	L
X2	Greece, Rome and the Environment	M

Your choice of non-language subject requires **approval** from Postgraduate Studies Committee early in the academic year (see the [course calendar](#) for relevant deadlines). A key consideration for the approval of non-language papers will be whether they require study of texts in the original Greek or Latin (as is the case for Schedule A papers) or previous experience with a specific subject area (as is the case for some Schedule B papers). These restrictions are designed to enable students who take each paper to benefit from the teaching and succeed in the examination.

Non-language examinations

Non-language papers will be examined in the same way as the corresponding Part II paper, that is, by 3-hour invigilated examination. Details for each paper are found in the relevant section of the Part II course overview [here](#).

Language examinations

Each language examination is a closed-book, in-person 3-hour paper containing two unseen passages and two seen passages from the set texts. Candidates must translate both unseen passages and both seen passages. Passages for unseen translation will be taken from the same authors or authors similar in genre and style to those covered in Faculty classes. Glosses for vocabulary and grammar will be provided, as appropriate. The passages will be appropriate for candidates who had little or no knowledge of the relevant ancient languages before entry to the University.

Submitted translation and commentary

This exercise is an opportunity to work on your Greek or Latin in an open-book format and to tailor that work to a text of your interest. It will form **33% of your mark for the first language examination**.

The passage to be translated may in principle be taken from any ancient Greek or Latin text, including e.g. those attested epigraphically. You may choose a single passage (e.g. Plato *Statesman* 309c1-311c8) or a pair or group of shorter texts (e.g. the *Senatus consultum de Bacchanalibus* and the *Sententiae Minuciorum* = *Corpus inscriptionum Latinarum* I² 581 and 584). You must submit your proposal for approval by the Examiners by the deadline given in the [course calendar](#); you are advised not to start to work on the translation before you have heard that your proposal has been approved.

There is no prescribed length for the passage, and no word limit for the translation. Different texts will provide different challenges, but around two pages of an Oxford Classical Text or equivalent would be typical. The DD will be able to advise on length and suitability.

The translation should be accompanied by a commentary explaining the decisions taken in the course of the translation. The commentary should be about 2,000 words and **in no case longer than 2,500 words**. It may refer to non-linguistic (e.g. literary, philosophical, historical) questions, but should do so in terms of how these have affected the translation: the primary focus should be the translation and decisions involved in it. Subjects for comment might include – and this list is not exclusive – (a) points of language such as tenses, particles, and more complex syntax (e.g. a tricky conditional), (b) stylistic register, (c) ambiguity (e.g. stating and justifying a view that we should here privilege meaning A, but may also find meanings B and C resonating; possibilities and limits of capturing this in

translation), and (d) weighing alternative options for translating a given word or phrase (and, if you wish, of textual problems and variants). So, for instance, if you are dealing with a passage of Attic tragedy, it might be appropriate to comment on the poetical, philosophical, political and/or historical implications of translating a certain word or phrase in one way rather than another (whether your own suggestions or taken from published work such as translations and commentaries), or to justify a certain choice in translation by citing parallels from other ancient texts or scholarly discussions. You are not required or expected to engage with scholarship on translation theory, but (as should be clear) awareness of the challenges inherent in capturing meaning between languages will be beneficial. Further guidance can be found in the [marking criteria](#).

You may format the commentary as you wish; a safe default is to offer distinct notes, introduced by lemmata cued to the original text (as e.g. in a Cambridge ‘green and yellow’) or to your English (as in most Oxford ‘Clarendon Ancient History’ commentaries). As in those series, lemmata may be single words or whole phrases (these may be abbreviated, e.g. ‘Arma ... uenit’), and individual notes can range from a word or two to a paragraph. Lemmata are included in the wordcount. Footnotes should not be necessary; they are included in the wordcount if used.

You may use all available resources in preparing the translation and commentary, including (a) reference works such as dictionaries and grammars (which may be cited, but need not be; it can often be efficient to refer to meanings as distinguished in the full-size *Liddell & Scott* and the *Oxford Latin Dictionary*), and (b) any other scholarship, including translations and commentaries (which must be cited, as in all submitted work). The Faculty’s policy on AI applies, except that translation tools may not be used in preparing the translation. A **bibliography** (not included in the word-count) should be included. You must **specify which edition** of your text you have used as the basis for your translation, and **include a scan** of the relevant page(s) of that edition in your submission.

Once you have an initial idea of your chosen text, you should, in consultation with the Director of the Diploma, agree on an appropriate Supervisor for the translation exercise. This will normally be a senior member of the Faculty with suitable expertise in the text/genre you wish to work on, and may, of course, be your Advisor or the DD. You should discuss your choice of text with the Supervisor, and must submit details of your choice of Supervisor with the proposal to submit a translation. You should then expect two hours of one-on-one supervision with your Supervisor, which will normally take place in weeks 2-6 of Easter Term. These supervisions might (but need not) comprise one hour on a draft translation and a subsequent hour on a revised translation together with a draft commentary.

Standards and the use of sources

What sort of standard are you expected to achieve in your submitted translation and commentary? 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 guidance on plagiarism and the use of AI below. You will be expected to display a grasp of existing publications relevant to your topic, but the work which you submit must primarily show us your mind operating independently on the material you have studied.

While the submitted translation and commentary is not a research piece on the same level as an extended essay, it should still engage with secondary literature as relevant, especially as it enriched your own linguistic understanding of the text you are working with. (For instance, an article elucidating the specific usage of a term in the author you are translating and their contemporaries, which helped you choose a more apt English translation or otherwise clarified your understanding; or a discussion of whether a non-standard turn of phrase is authentic or was corrupted in the manuscript tradition.) 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. Your commentary should include a bibliography at the end. This must list all works cited; it should also include a separate ‘list of works consulted’ if your work is informed by any scholarship which you have not cited, though it is usually preferable to include citations of all the work you have found useful. Bear in mind that markers will expect to see clear evidence that you have engaged with the ideas and arguments of any literature in the bibliography: you may find yourself penalised if your work takes insufficient account of books and articles which you claim to have consulted. You should not use unpublished work without its author’s consent, and should be prepared to supply a copy of any unpublished material cited if requested to do so by the examiners. You should acknowledge where you have included material derived from a lecture or seminar which you have attended.

Use of modern languages

In the work you submit, you are expected to take due account of modern scholarship on the topics you treat. In terms of the language of such scholarship, the sole formal requirement is that you take due account of the relevant literature in English. However, where you do have a reading knowledge of one or more other language (German, French, and Italian are the most commonly used in classical scholarship, but this will of course depend from your area of interest), it will be to your advantage to show acquaintance with important work written in them.

If you wish to learn or develop your knowledge of a modern language, there are regular language courses and other learning facilities provided by the Language Centre. Details of courses and facilities can be found on the Language Centre [website](#); in particular, see [here](#) for details of courses for postgraduates studying in the School of Arts and Humanities (of which Classics forms a part). German courses at several levels take place in the Faculty (see [below](#)) and are open to Diploma students. Bear in mind, too, the resources of the postgraduate community: there may be native speakers of the language in question on the Diploma course, or in your College, who would be willing to help you read articles in their own language, for example in return for help with correcting their own English.

As the Advanced Diploma is primarily designed to advance your learning of Classical languages, it's important to avoid taking on excessive commitments in learning modern languages that will impair your ability to focus on the Latin and/or Greek. The Director of the Diploma will help you assess whether your plan to take a modern language course is feasible. **You must not sign up for a modern language course without prior approval from the DD.**

Length, presentation and formatting

The submitted translation for your language exercise may be of any length, but the accompanying commentary must be **no longer than 2,500 words**. Any commentary that is over 2,500 words long will result in a **mark of zero** for both the translation and commentary. A mark of zero may result in your failing the Diploma course. Your submission should also include the original text that you are translating, from any accepted scholarly edition (online texts may or may not be suitable; your supervisor or the DD will be able to advise).

Students must specify the word-count when submitting a piece of work. This must conform precisely to the count of the electronic file submitted; although computer wordcounts have their quirks, it is the one shown in MS Word (.docx) that matters. It is of great importance that you keep an accurate check on the word length and ensure that your work is within the specified range.

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. Supervisors cannot be expected to help with this aspect of your writing.

The formal presentation of your work is important. It must be **typed 1.5-spaced and paginated**. 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 your bibliography as you acquire it, so that it can easily be copied into your work without retyping, or to use an automated bibliography programme such as Endnote. There is detailed guidance on formatting in Section 7 below.

Submission of work, deadlines and extensions

Each piece of work **must be submitted electronically**. All submissions must have a cover-sheet (which you will receive by email direct from the Faculty) bearing the title of the piece of work, your candidate number, and the word count (as defined above). You may either (a) submit your work to the portal in MS Word format (.docx) or (b) submit your work to the portal as a PDF (e.g. to preserve complex fonts or formatting) **and** email an identical copy in MS Word (.docx) format to pg@classics.cam.ac.uk (for checking length).

The deadlines for submission of work are given in the [course calendar](#). Reminders will be sent out, explaining the process and how the electronic copy should be submitted. Work can only be submitted once: do not submit your work until you are sure it is complete.

These deadlines must be strictly observed. There is a grace period of **30 minutes** to allow for technical difficulties, but you are strongly advised not to leave submission so late. Any work submitted after this grace period is subject to a **deduction of 3 marks** from the mark agreed by the examiners, with a further 3 marks deducted for each subsequent period of 24 hours.

Extensions to deadlines can only be granted in very limited circumstances, such as illness, grave cause or disability (defined [here](#)), or if you have a Student Support Document which recommends extensions where appropriate. ‘Other grave cause’ means e.g. a serious family crisis. It does not include such events as a computer crash on the day of submission, or the loss of electronic data – one reason to back your work up frequently.

Applications for **short extensions** (normally of up to one week) should be made to the DPS at pg@classics.cam.ac.uk as soon as possible, and normally **at least one week** before the deadline. Relevant evidence must be supplied, e.g. a medical note from your GP or an email from your College Tutor, to the same address; if the request is justified by an SSD please either attach the document or mention that you have one. There is no provision in this course for ‘self-certified extensions’, such as are allowed to undergraduates. If you want more than around one extra week, you may need to make an application through CamSIS to extend your end of registration date (see the guidance [here](#), under ‘Postgraduate Taught courses’). This is likely to delay the award of your degree by several months at minimum.

Examinations: adjustments and allowances

Language examinations for the Diploma will be normally taken in the Classics Faculty; answers will be written by hand. If you have a Student Support Document (SSD) which recommends any adjustments to exam conditions, please contact pg@classics.cam.ac.uk or the DD well in advance.

The non-language paper will be examined together with the relevant Part II examination; examination timetables are released centrally (see [here](#), under Undergraduate/Main Easter Term). If you have an SSD which recommends any adjustments to exam conditions, you need to apply in good time via your College’s Tutorial Office.

For more information on SSDs see ‘[Disability and mental health](#)’ below.

If you are prevented by illness or grave cause from attending or completing an examination, you should apply via your College for an Exam Allowance no later than seven days after the assessment. Information and an application form are [here](#).

Marks

Each piece of submitted work and each examination will be marked by two examiners, according to the [marking criteria](#). Work will be marked anonymously. Each examiner independently assigns a numerical mark out of 100. (In practice a narrow range is used: the pass mark is 60, and marks of 80 and above are very rare.) The two markers then discuss the work and award a joint numerical mark. The External Examiner reviews all marks where the first two markers are unable to agree a mark and any agreed marks outside the range 60-80.

Your marks for the language work and for language exams will be emailed to you, in accordance with the [course calendar](#). 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 Advisor and/or the DD, who will be able to advise.

Formally, marks for all components remain provisional until the final meeting of examiners at the end of the academic year: all marks are reviewed at that point by the examiners in conjunction with the External Examiner, and may exceptionally be altered in the light of that process of moderation. There is no mechanism for challenging judgements of academic quality, or to request an additional marker. You can only appeal against a result on procedural grounds, i.e. if there is reason to believe that the marking process was flawed or unfair. If you wish to appeal, you should talk first to your Advisor and then to the DD. The window for appeals on any element of the course opens when you receive your formal results at the end of the course, and closes 28 days later. See the University’s policy [here](#).

Results

The Diploma is divided into three parts: the two language papers, one of which will include a submitted translation and commentary, and the non-language paper borrowed from Part II. Each of these has equal weight in determining your final degree result; the submitted translation and commentary exercise will count for 33% of the mark of one of

your language papers. Your overall result will be either a Distinction, a Pass or a Fail.

To achieve a **Pass** in the Diploma, you must achieve an average of 60+ across the three papers, normally with no mark below 60. Occasionally, a marginal failure in one part of the examination may be compensated by a high mark in the other part.

To achieve a **Distinction** in the Diploma, you will need an average of 70+ across the three papers, normally with no mark below 60.

No aggregate numerical mark is awarded.

Your result and marks will be given on a certificate, signed by the Chair of the Faculty Board of Classics, at the end of the course.

We expect to email you with your result shortly after it has been confirmed by the Faculty's Degree Committee (see the [course calendar](#)). That will enable you, if you are successful, to receive your degree at any University degree ceremony ('Congregation') after that date, the earliest being in the second half of July. Applications to graduate are made through your College.

Continuation to further postgraduate study

You may view your Advanced Diploma course as itself completing your Classical studies, or as a step towards further study elsewhere. Alternatively, you may have, or develop during the Diploma year, plans for postgraduate study at Cambridge. If you intend to continue to an MPhil or a PhD and wish to apply for funding of any sort, you must start thinking about your application in Michaelmas Term. Consult the [Postgraduate Admissions web page](#) for full details.

Students wishing to progress from the Diploma to the MPhil (or PhD) apply for the MPhil (or PhD) and are assessed like any other candidates. The standard condition for admission to the MPhil will be an average of **67 or above** across the three Diploma papers; the Faculty may in individual cases set a different condition. We do not make two-year 'Diploma plus MPhil' offers, and successful completion of the Diploma does not guarantee admission to the MPhil.

It is unlikely that Diploma graduates will be considered for progression directly to a PhD, unless they already hold a relevant Masters degree or equivalent qualification. These situations will be assessed on a case-by-case basis; you are encouraged to speak to the DD in the first instance if you think this may apply to you.

It may well be important to you to know early on how strong your chances are of being permitted to continue. It is helpful, as the year proceeds and the marks come in, for you to ask your Advisor for a candid and frank assessment of your chances. You should in any case have alternative plans prepared, perhaps an application for a postgraduate course elsewhere. In order to apply for continuation, you need to apply online and follow the instructions [here](#).

Whether or not you are seeking funding you are strongly urged to apply by the January funding deadline if at all possible. Funding deadlines are given [here](#).

For more details of the different sources of funding available and application deadlines and procedures, check [here](#) and the [Postgraduate Admissions pages](#) of the Faculty website.

Queries concerning postgraduate admissions and funding should be directed to pg-admissions@classics.cam.ac.uk.

CamSIS reports

Your Advisor will write a brief progress report on [CamSIS](#) at the end of each term, informed where relevant by your supervision reports. This will be seen by you, the Postgraduate Studies Committee and your College Tutor.

How the course is administered

The Advanced Diploma course is administered by the Faculty's Postgraduate Studies Committee, which also constitutes the Board of MPhil and AdvD Examiners. Language exams and coursework are marked by examiners chosen from among the Faculty's senior members. Non-language exams are marked by examiners taken from the Board of Examiners for Part II of the Classical Tripos.

Certain matters, after vetting by the Postgraduate 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 Advanced Diploma course; (2) the award of the Advanced Diploma degree; (3) permission to continue as a postgraduate student after the Advanced Diploma year. The ultimate authority in all postgraduate matters, including cases of appeal, lies with the University's General Board Education Committee.

The [course calendar](#) includes the scheduled dates of Postgraduate Studies Committee and Degree Committee meetings, in case you have any matters you wish to bring to either of them. Please contact the DD in the first instance if this applies to you. Urgent matters can often be dealt with even between meetings.

Dr Mar A Rodda, the DD, will meet each of you individually during the course. The Postgraduate Studies Committee is also eager to learn how it could do things better and we will ask you to fill in questionnaires over the course of the year; you are also encouraged to pass on observations about the course to the DD at any time.

Engagement and monitoring

Advanced Diploma students are expected to engage with their studies throughout the academic year. For those sponsored for a Student visa, the University is legally required to monitor your academic engagement, including your physical presence, as part of its sponsorship duties. This is undertaken by the Faculty and information is shared with the International Student Office on a termly basis. It is therefore vital that you notify the relevant lecturer, class teacher or seminar convenor of any unavoidable absence from lectures, language classes, language labs or seminars. Further information about student visa responsibilities is available [here](#).

Troubleshooting and support

The Advanced Diploma is an intensive and demanding course, and it is not unusual to come across problems during the year. If you have any problems or questions concerning the academic side of the course you should approach, as appropriate, *either* your Advisor *or* your language class convenor *or* the DD. Another very important channel for concerns or dissatisfactions is the Faculty's Postgraduate Representative (pg-rep@classics.cam.ac.uk), who sits on the Faculty Board and several other committees and represents the interests of postgraduate students in the Faculty. The current rep (until the end of Michaelmas Term 2026) is Leo Aschenbrenner Boonstra, a PhD student in Greek literature, who will host a 'meet and greet' session for new postgraduates at the beginning of Michaelmas Term.

It is a good idea to make contact with your College's Postgraduate Tutor, who will be able to provide advice relating to any problems that arise in connection with College (e.g. accommodation) or more generally. Colleges also offer good support networks and pastoral care. The [University Counselling Service](#) offers help, workshops and counselling across a wide range of issues.

If your work is disrupted as a result of illness or other problems, please let the DD and your College's Postgraduate Tutor know **at once**, as well as your Advisor. 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](#).

Practical FAQs

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

Advisors and supervisors may not always 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 (two to three working days in termtime), so do not feel shy about sending a follow-up message. If you have ongoing difficulties, do not hesitate to contact the DD.

Where can I find a past paper for my language exam?

Sample papers will be made available on Moodle before the start of the course. There are currently no past papers for Advanced Diploma exams, as this is the first year the course is being examined. [MPhil language exams](#) offer a model for Diploma papers, although the difficulty for Beginners level exams may be different.

My language classes clash with lectures for my non-language paper. What do I do?

All efforts have been made to avoid clashes, but since Diploma students will be involved in elements of our teaching that are sometimes aimed at different years of the Undergraduate course, they may happen. Get in touch with the DD in the first instance, who will be able to advise and escalate the issue if needed.

My commentary 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. The final submitted essay/commentary/thesis **must** be within the word-limit as measured by the 'word count' function in MS Word.

How do I get hold of submission forms?

Cover sheets will be emailed to you. You will need to complete the word count declaration.

Can I extend the submission deadline of my commentary?

Only in certain cases: see 'Submission of work' above.

Where are my marks?

Marks and feedback will be sent by email, at the date and time specified on the [course calendar](#).

Can I know who marked my language commentary?

Candidates are not informed of who their essay markers are. (Nor are Supervisors or Advisors.)

Can I appeal against a mark?

There is no mechanism for challenging judgements of academic quality, or to request an additional marker. You can only appeal on procedural grounds, i.e. if there is reason to believe that the marking process was flawed or unfair. If you wish to appeal, you should talk first to your Advisor and then to the DPS or DD. The window for appeals on any element of the course opens when you receive your formal results at the end of the course, and closes 28 days later. See the University's [policy](#).

2. Resources

Libraries

Most Classics postgraduate students make the [Faculty Library](#) their main base. You will have access 24/7 once you have signed the 24-hour access form when you call in at the Enquiries Office at the beginning of induction week. Use your University card to enter when the doors are locked. (Your University card is issued by your College.) This 'out-of-hours access' is restricted to the Classics Faculty's lecturers, postgraduate students, and official visitors. Those granted this access must not admit others to the building when it is closed. Please ensure that unauthorised persons do not enter the building when you use the automated doors out of hours; that means allowing the door to shut on someone, even if it seems rude, unless you are sure they are authorised.

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

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

You will also want to register to use the [University Library](#) (UL), a short walk away on West Road. One of the three 'deposit libraries' in England, its collection duplicates many of the holdings of the Faculty Library, and complements them. Much of the collection is in open stacks and most of the rest can be fetched within 24 hours; it has several reading rooms and study spaces, and you will be given borrowing rights. There is a handy [scan and deliver](#) service, and you can request books, chapters and articles from anywhere in the world through the [interlibrary loans](#) service. There is also a legendary tea room.

You are welcome to use other departmental libraries. There are more than 100 libraries across the University. Information about each library can be found [here](#). Most of the arts and humanities libraries are located on the Sidgwick Site (e.g. Asian and Middle Eastern Studies, English, Philosophy). Some may allow you to borrow books.

Common room

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

Museum of Classical Archaeology and Cast Gallery

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

You are welcome to use the Gallery as a space to work, relax and wander. For security reasons, postgraduate access is limited to opening hours.

The Museum also has a small collection of original artefacts (some on display in 1.04), a large collection of sherds, and a collection of epigraphic squeezes.

The Museum runs several volunteer programmes, ranging from collections roles to LGBTQ+ tour guides to the Minimus Latin After School Latin programme, which has seen student volunteers running Latin clubs in local primary schools for more than a decade.

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

Computing

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

You can find out more information about the University IT services [here](#). You can find out more information about the University IT services [here](#). The IT helpdesk can be contacted [here](#) and by phone using 01223 335033.

Copying, printing and scanning

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

‘Follow Me Printing’ software lets you print to the ‘Classics_FindMe’ printer and then collect your printing from either of the MFDs when you release the print job. You can install the ‘Classics_FindMe’ printer using the instructions on the SAHIS [website](#), or ask the IT [Helpdesk](#) for help. Print jobs will be held in the queue for 96 hours (4 days), then deleted.

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

Postgraduate students receive a FreeCredit printing balance at the start of the academic year: £20 for PhD students; and £10 for MPhil and Diploma students. To top up your credit please go [here](#). The cost of printing and photocopying is 5p per A4 sheet and 10p per A3 sheet in black and white and 20p per A4 sheet and 40p per A3 sheet in colour. Scanning is free. A card is available from the Library staff to enable postgraduates to copy material for Faculty seminars, classes and reading groups at no charge.

3. Specialist skills courses

The Faculty offers a range of specialist skills courses aimed at postgraduate students, which are also open to Diploma students. As the Advanced Diploma is primarily designed to advance your learning of Classical languages, it's important to avoid taking on excessive additional commitments that will impair your ability to focus on the Latin and/or Greek. The Director of the Diploma will help you assess whether your plan to take a specialist skills course is feasible. **You must not sign up for a specialist skills course or a modern language course without prior approval from the DD.**

Academic reading courses in German

The University Language Centre offers a free course in German for academic purposes, offered at several levels. It runs weekly in termtime. Details and sign-up are [here](#). Please make sure you enrol in the correct course. Look out for 'primarily for Classicists'.

Mr Paul Hoegger (pah3)

Skills in Classics

Greek and Roman epigraphy

Inscriptions provide a wealth of information regarding almost all aspects of the Greek and Roman worlds: institutions, administration, law, religion, society, language, prosopography etc. The aim of the course is to introduce students to how this material can be used by the historian, as well as to the scholarly tools used in epigraphy. Students will be encouraged to read and discuss interesting texts from different classes of inscriptions, and there will be a particular focus, where possible, on the physical context of the inscription.

The course will include an introductory session, to be followed by classes on Latin and Greek epigraphy, with a particular focus on political, administrative, religious and funerary/private texts. There will also be a practical class, looking at inscriptions from Roman Britain at the University's Centre for Material Culture. The course is available to Part II and postgraduate students; no previous experience in working with inscriptions is required and only basic knowledge of Greek and/or Latin.

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

Dr James Hua (Greek) and Dr John Patterson (jrp11) (Latin)

Medieval Latin

There will be three classes: Early-medieval Latin Manuscripts, Late-medieval Latin Manuscripts, and Intermediate Medieval Latin. Each will meet once per week for 20 weeks (MT, LT, and ET weeks 1-4). The first two classes will be held on Friday mornings, the third on Tuesday mornings (subject to confirmation).

In each of the first two classes we'll read a series of texts in digitised manuscript form, generally spending two weeks on each text. We'll read together and discuss script, abbreviations, the manuscript, grammar, text and literary/historical content as a group in class.

In the Intermediate class, we'll read extensively from printed texts, focussing on building reading fluency through volume. It is suitable for those with a strong grounding in Latin who intend to work with extensive medieval Latin texts in their research.

Students will be given the texts in advance (i.e. not unseen) and are asked to read (and if needed, take notes) but under no circumstances to prepare a translation.

Dr Jacob Currie (jmrc2)

Greek and Roman numismatics

A series of eight lectures and hands-on classes, conducted with the aid of Coins and Medals collections 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 introduced to the scholarly techniques of numismatics and will have the opportunity to develop their ideas for further research work.

Textual criticism and palaeography

Candidates interested in studying either textual criticism or palaeography and writing an essay that involves one or the other should contact Prof. Christopher Whitton. Advanced Diploma students are welcome to attend the Part II lectures and classes in Greek and Latin textual criticism (the course called 'A4').

Prof. Christopher Whitton (clw36)

4. Financial matters

Two types of travel funding are available to Advanced Diploma students.

Henry Arthur Thomas awards ('HAT grants')

If you are planning to travel **in connection with your studies** (for example, to attend a conference or to visit a museum or library to study a particular object), you may apply for support from the Henry Arthur Thomas Fund, having first approached your College for funding. Each postgraduate student has an individual annual allowance of £1050. Details of how to apply and how the money may be spent, along with an application form, can be found on Moodle [here](#). Awards are not usually made to Diploma students for travel after the end of June.

Other types of expenses essential for your research (e.g. subscription to computer software) may on occasion be reimbursed from the Henry Arthur Thomas Fund. In this case, you should discuss the matter with your Advisor or Supervisor and then the Secretary of the Finance Committee ([Prof. Alessandro Launaro](#)) prior to incurring the expenditure.

If you have any queries, please contact the Secretary of the 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 students who have not visited Classical lands before, who carry a strong recommendation from their Supervisor, and who have worked out a thoughtful itinerary.

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

Risk Assessments

The Faculty uses **Peregrine Foresight** for its risk assessments. Please log in [here](#). Students should create a profile using their CRSid email account by clicking the blue button: 'Click here to login'. You can then submit a new assessment for your trip by selecting one of the student trip types and completing each of the questions. This will generate a pre-travel risk assessment. Once submitted, the Faculty Administrator will review and approve your assessment as the Faculty's official departmental approval. Once approved you need to download the Risk Assessment and attach it to your work away application. For further information see [here](#). If you require additional assistance, please contact [Mr Nigel Thompson](#).

Childcare support

Postgraduate students may claim reimbursement of unavoidable out-of-pocket expenses for childcare incurred when attending Faculty seminars outside normal working hours (weekdays 9am-5pm) and the Corbett and Gray Lectures. Applications will be considered by the Managers of the Postgraduate Studies Fund, and must be accompanied by a statement of support from the Advisor. You are advised to discuss applications in advance with the DPS.

Hardship

The Faculty's **Postgraduate Studies Fund** is able to offer limited financial assistance to postgraduate students who are experiencing unexpected financial difficulties. Students may apply at any stage of their degree. Application forms are available on [Moodle](#).

In addition, the University's **Postgraduate Financial Assistance Fund** makes awards of up to £3,000 to current postgraduate students who are experiencing unforeseen financial difficulties and meet the eligibility criteria. Details are [here](#).

5. Further information

The Classical postgraduate community

One of the great assets available to you is the support and collective experience and expertise of your 80 or so fellow postgraduates in the Classics Faculty. All our postgraduate students, whether registered for the AdvD, MPhil or PhD or visiting, are equally valued and form a single community. All officially registered postgraduate students have the same rights, including library privileges, use of G.10 (the postgraduate common room) and G.22, and access to Faculty grants for research purposes (see above).

For further details, see the [unofficial postgraduate handbook](#).

Personal relationships and conflicts of interest

Relationships between students and staff members are regulated by the University's [Staff and Students Relationship Policy](#).

The Faculty in addition has the following policy regarding relationships between staff members:

‘The Faculty will avoid conflicts of interest regarding postgraduate students which might arise from marital, familial or other private relationships between senior members. No student will be registered, reviewed or examined by two people in such a relationship, or by anyone in such a relationship with their Supervisor or Advisor. No PhD student will be assigned concurrently to two people in such a relationship as Supervisor and Advisor. No candidate for admission will be assessed by two people in such a relationship, or by anyone in such a relationship with one of the candidate's referees.’

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 of course 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.

The Faculty's Equalities Officer is [Dr Elena Giusti](#). For further information see [here](#).

Harassment and discrimination

Unfortunately, sometimes things do go wrong, and it is important to acknowledge this and where appropriate seek redress. ‘Harassment’ is any kind of unwelcome or inappropriate physical or verbal interaction, however fleeting it may appear. ‘Discrimination’ occurs when an individual or group is denied an opportunity on the grounds of gender, race, sexuality or religion (or lack of it), or because of particular circumstances (e.g. family or caring responsibilities). It can be direct (e.g. if a decision is taken on the explicit grounds that a member of one social group is to be preferred) or it can be indirect (i.e. if a decision taken for one reason has the additional and perhaps unintended consequence of discriminating: for instance, when an important meeting is scheduled at a time when those with family responsibilities are unlikely to be able to attend).

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

If you have experienced harassment or discrimination, you can get advice on how to report it and/or get support [here](#). For further resources on harassment and sexual misconduct see [here](#).

The Faculty's Equalities Officer, [Dr Elena Giusti](#), is available to talk through, in complete confidence, any equalities-related issues you would like to discuss with her; please do not hesitate to contact her if you would like to meet with

her. Other possible places to seek advice include your Advisor, the DD, the DPS and your College Tutor. The Faculty Assistant Registry, [Mr Nigel Thompson](#), is always happy to offer advice about where best issues should be raised.

For further information on what the Faculty is doing to ensure that all students, staff and visitors feel equally welcome and for further resources see [here](#).

Disability and mental health

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

Students who have a disability may find it helpful to contact the University Accessibility and Disability Resource Centre (ADRC) for help and advice. It is located in the [Student Services Centre](#), Bene't St, Cambridge, CB2 3PT (phone 01223 332301; textphone 01223 764085).

Support available at the ADRC:

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

The ADRC can also provide a **Student Support Document (SSD)** outlining reasonable adjustments that must be made by the Faculty, such as lecture recording, flexibility with deadlines and special arrangements for examinations. SSDs are circulated with student consent to relevant teaching staff. If you think you may be entitled to an SSD, it is worth initiating the process with the ADRC as soon as possible after your arrival.

The Disabled Students' Campaign provides information, resources and support for disabled students on issues such as exam adjustments and intermission [here](#).

The Faculty's Disability Liaison Officer is [Mr Nigel Thompson](#), who will also be very happy to give advice.

For further resources and support within the University for students with mental health difficulties, see [here](#).

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

Keeping up to date

There are many events and opportunities of interest to postgraduate students, taking place both in Cambridge and elsewhere, and being aware of them all is no easy task. Details of lectures, seminars, courses, scholarships, jobs and so forth are circulated in emails to all postgraduate students from time to time by the Chief Secretary, Postgraduate Administrator or the Postgraduate Representative. It is also a good idea to look regularly at the Faculty website. You might also like to join a national classicists' email list. Scholars from around the world regularly send messages to such lists, and they are a great way to keep up to date. Two of the best are JISC M@IL ([here](#)) and Classics listserv ([here](#)).

Training needs

The Faculty is committed to ensuring that the training needs of its postgraduate students are met. Courses in specialist skills are run by the Faculty throughout the year; for details, see the relevant sections of this handbook. Postgraduates can also take advantage of the training courses run by the University's [Researcher Development Programme](#), by the [Language Centre](#) and by the [University Information Services Training](#). The Careers Service has a wealth of useful information about jobs and future study available on its [website](#), and it is possible to arrange an individual interview with a careers adviser to discuss your future plans.

6. Marking and classification criteria

Marking criteria for a translation with commentary on a passage of Greek or Latin

Advanced Diploma students are not required to read modern languages other than English. Errors of spelling or of editing should not be considered in marking where they do not affect the clarity of the translation or argument.

Class	Numerical mark	Typical features
DISTINCTION	Normally 70 to 80. Higher marks may be given for exceptional work.	<u>Translation</u>: accurate and coherent translation of the text, written in idiomatic English which is easy to follow. <u>Commentary</u>: identification of, and appropriately thorough discussion of, parts requiring explication; evidence of wide-ranging knowledge of secondary literature and modern interpretations of the text; evidence of independent critical thought in weighing up alternative explanations. Cogent and compelling discussion.
PASS	65–69	<u>Translation</u>: largely accurate translation, with infrequent and minor inaccuracies (e.g. of agreement, tense or mood) and/or occasional problems with syntax; written in English which is easy to follow and may contain some stylish and elegant phrases, but may contain some infelicities which do not impede understanding. <u>Commentary</u>: identification of parts requiring explication, addressed in a satisfactory but not necessarily complete fashion; clear evidence of knowledge of secondary literature and modern interpretations of the text; evidence of critical thought in weighing up alternative explanations. Cogent discussion.
	60–64	<u>Translation</u>: weaker, with more and more substantial inaccuracies or misunderstandings and more frequent problems with syntax; written in English which ranges from workmanlike at the top end to ‘translationese’ at the bottom, and which may contain non sequiturs and (at the bottom end) occasional ellipses. <u>Commentary</u>: identification of points requiring explication variable, with some covered in less detail than others; at the bottom end, frequently superficial discussion. Some evidence of knowledge of secondary literature and modern interpretations of the text; some evidence of critical thought in weighing up alternative explanations. Discussion may be non-committal or unconvincing in parts.
FAIL	59 and below	<u>Translation</u>: many errors; English incoherent or unclear. <u>Commentary</u>: little sign of identification of points requiring explication, with entirely superficial discussion. Little evidence of knowledge of secondary literature and modern interpretations of the text; no evidence of critical thought in weighing up alternative explanations. Significantly below the level expected of a postgraduate student.

Marking criteria for an examination in Greek or Latin

Class	Numerical Mark	Typical features*
DISTINCTION	75–80	Outstanding comprehension of the original, with few if any mistakes. Good English style. 80 indicates a translation which can scarcely be improved on and reads like an original piece of English.
	70–74	Excellent comprehension of the original, with a few mistakes. Good English style.
PASS	67–69	Good comprehension shown of the original. Vocabulary and understanding of grammar and syntax are largely secure, and the original is rendered into generally good English style. There will be few fundamental errors, but occasional imprecision or paraphrase or gaps are permissible.
	64–66	The gist of the original is understood to a reasonable level. Syntax is largely under control. Some basic errors of syntax and weaknesses in knowledge of vocabulary are permissible.
	60–63	The original is understood at a basic level. An understanding of grammar and syntax is shown, and some vocabulary is known. There may be some gaps, weaker patches, paraphrase or guesswork (even for entire sentences or clauses).
FAIL	59 and below	Little or no comprehension of the original. No great evidence of understanding of syntax, grammar or vocabulary. A fail mark may also be given for a seriously incomplete script, where no positive judgement of quality can be made.

*Markers will distinguish between seen and unseen translations. For example, in unseen translations markers will allow for more errors and imprecision in vocabulary, be more tolerant of paraphrase and reward overall comprehension more highly.

Marking criteria for non-language papers

These criteria are adapted from the marking criteria for Part II papers, which are available [here](#).

Class	Numerical Mark	Typical features
DISTINCTION	75–80	Original and challenging. Work that contains original ideas in support of which good evidence and plausible arguments are adduced. Distinction-level scripts display clear evidence of ability to analyse material, to argue or make a complex point coherently. They remain focused on the chosen question/title. There is wide-ranging and precise knowledge of primary material. Excellent organisation and presentation, covering key points and avoiding irrelevance. A low Distinction will show these characteristics to a lesser extent.
	70–74	Incisive and thoughtful. Clear evidence of independent thought, a capacity for critical judgement, and an ability to make connections.
PASS	65–69	Sound presentation of evidence without mistakes but without the range of imaginative connections or independent judgement of the Distinction level. Scripts at the top end of the range will exhibit a capacity for critical judgement and an ability to make some connections. All Upper Pass scripts will exhibit some evidence of ability to analyse material, to argue or make a complex point coherently. Range and precision of knowledge of primary material is good. Solid organisation and presentation covering key points in relation to the chosen title / question, and largely avoiding irrelevance.
	62–64	Mostly competent exercise of thought and judgement, but dependent and limited in scope, and likely to include some mistakes and exhibit some confusion. The treatment of material is at times superficial and/or descriptive, with limited analysis and argument. Mostly sound level of knowledge, covering some basic points, but there are also some gaps and/or irrelevance.
	60–61	Some evidence of knowledge but not well supported by detail and severely limited in scope or deficient in argument. Intermittent competence in presentation, but sense of relevance may be limited. There may be signs that the question has been misunderstood.
FAIL	59 and below	Very few signs of knowledge of the material. Contains erroneous information and may be very incomplete. Deficient presentation and/or argument and/or sense of relevance (failure to answer the question at hand). A script which is significantly incomplete or even blank may receive a mark of 0.

Not every script of a particular standard will necessarily exhibit all the features typically associated with performance at that level. Candidates' performances may often be uneven, exhibiting features characteristic of more than one class (variation may occur within a single answer or, in scripts with more than one question, between answers to different questions). In such cases examiners will balance stronger and weaker elements to determine the overall mark on the paper. Thus, for example: a wide-ranging script evidencing plenty of independence and ability to make connections but also some confusion, irrelevance and weakness in analysis might be judged a high Pass overall; similarly, a seriously incomplete script showing evidence nonetheless of knowledge and abilities typical of at least Pass-level standard would probably be judged deserving of a low Pass mark.

Criteria for classifying performance in the Advanced Diploma

The examination is divided into three parts: (a & b) two language papers, one of them assessed solely by examination and one assessed 67% by examination and 33% by a translation and commentary; (c) a non-language paper, usually assessed by examination.

Classification of individual parts

Candidates are deemed to have **failed** in any part where there is an agreed mark below 60.

Candidates are awarded a **Pass** in any part where the agreed marks are in the range 60–69.

Candidates are awarded a **Distinction** in any part where the agreed mark is 70 or above.

Overall classification

Candidates are deemed to have **failed overall** where they have failed **one or more** parts. Where a candidate has failed one part marginally and displayed a strong performance elsewhere the Examiners may choose to award a **Pass**.

Candidates are normally awarded an **overall Pass** where they have achieved an average of 60+ across the three papers, normally with no mark below 60.

Candidates are normally awarded an **overall Distinction** where they have achieved an average of 70+ across the three papers, normally with no mark below 60.

7. Formatting

When writing your submitted translation and commentary, even the first drafts, it is important to establish consistent habits from the outset. If you do not do this, you will waste a lot of valuable time later on.

Work should be typed on **A4** (not US letter) pages, **1.5-spaced** and **paginated** (i.e. include page numbers). Notes should be numbered consecutively, and presented preferably as footnotes.

Check a style guide if you are uncertain of the correct use of standard **punctuation** (especially the comma, colon and semicolon).

Quotations of English and other modern languages using the Roman alphabet should be printed roman (i.e. not italics), in **single inverted commas**. A quotation within a quoted passage has double inverted commas. [These conventions should be reversed if you are using US spelling and punctuation.]

Proofread your work carefully, and take especial care with **quotations of Greek and Latin**. If you copy and paste from the internet, be sure to remove hyperlinks and extraneous markings, and check the text against an authoritative edition such as an Oxford Classical Text.

Short passages of self-contained phrases in languages other than English (such as *coup de grace* or *fait accompli*) should be **italicised**. When quoting **Latin**, use italics or inverted commas, but not both: *ueni uidi uici* or ‘ueni uidi uici’. Greek should not be italicised or put in inverted commas. Quotation marks in Greek should always be double. Longer passages in any language should be ‘displayed’ and printed roman, without quotation marks, like this:

Arma uirumque cano, Troiae qui primus ab oris
Italiam ... (Virg. *Aen.* 1.1-2)

Greek, if used, must be printed with breathings (aspiration). You may print iotas either adscript or subscript, and both lunate and standard sigma are permissible; but consistency is required. **Accentuation** is optional. Lectures and classes on Greek accents are available for those who would like to learn more about the principles of accentuation.

In **citing ancient and modern works**, you are expected to use a consistent and clear system. There are several ways to present bibliographic references. It is sensible to follow that of a major press, such as Cambridge University Press. The most economical way to give bibliographic references is the ‘Harvard system’, giving name and year in a footnote (e.g. ‘Syme 1962a’ or ‘Jones 2010: 278-9’) and full bibliographic details in an alphabetically arranged bibliography at the end. (Remember that footnotes are included in the wordcount, but the bibliography is not.) There is no need to give presses as well as places of publication (e.g. write ‘Cambridge’, not ‘Cambridge: Cambridge University Press’), and common journal titles are best abbreviated (e.g. *CQ*, *JHS*, *MD*, *TAPA*).

Abbreviations may be assigned to books that will be generally familiar (e.g.: *OCD*⁵ [the superscript ‘5’ indicating ‘fifth edition’], *LSJ*, *CHCL*, *FGrHist*, *IG*, *RE*, omitting full points). A useful list of conventional abbreviations can be found on the website of the [Oxford Classical Dictionary](#).

Ancient authorities should be referred to following the style adopted in an English-language journal such as the *Classical Quarterly*: e.g.: Aristophanes, *Birds* 135; Hom. *Od.* 1.1 (not ‘α 1’); Lucr. *DRN* 1.47; Cic. *Phil.* 2.20 (not 2.8 or 2.8.20); Plin. *NH* 9.176 (not 9.83.176 or 9.83); Quint. 10.1.46; Soph. *OC* 225.

Titles of works are always **italicised**. Use **arabic numerals**, not Roman, in all references. Use ‘v.’ and ‘vv.’ (not ‘1.’ and ‘II.’, which are ambiguous) to specify line numbers.

Footnotes should be treated like any other sentence, i.e. should end with a full stop (even if it consists only of references), and should include spaces between words, numbers, and after full stops. They are best set at the end of a sentence, after any punctuation (as in this example).¹

Diacritics, common in particular in foreign names and thus likely to appear in bibliographies, must always be indicated, e.g. Väänänen (not Vaananen), Książki (not Ksiazki). For purposes of alphabetical listing, diacritics are disregarded: Čop should be listed under C, etc.

¹ See e.g. Smith 2000: 22.

8. Faculty policy on the use of AI in postgraduate work

This policy outlines expectations for the use of artificial intelligence (AI) tools including those based on Large Language Models (e.g., ChatGPT, Copilot, Grammarly, translation software) in the preparation of text and scholarly apparatus for any work submitted as part of the BA, AdvD and MPhil degrees.

1. Basic Principles

- *Academic Integrity*: All work submitted for assessment must represent the student's own intellectual effort.
- *Transparency*: Any use of AI tools must be clearly acknowledged.

2. Permitted Uses of AI (with Disclosure)

Students may use AI tools in a limited and supplementary capacity. Examples include:

- *English Language Support*: Grammar and style suggestions (e.g., Grammarly), provided the content remains the student's own.
- *Technical Assistance*: Formatting references and compiling bibliographies from your citations. You are responsible for the accuracy of your citations.
- *Translation Tools*: For initial comprehension of foreign-language sources (primary or secondary), provided translations are verified and critically assessed. The student is ultimately responsible for the accuracy of the translation and any arguments based on it. (Put differently, faulty arguments based on inaccurate translations will be marked accordingly.)
- *Specialist AI tools*: For support in image and data analysis or technical assistance, for example in reading damaged and incomplete texts or interpreting large-scale geographic or archaeological data. You are responsible for subjecting the output to critical analysis.

All such uses must be disclosed in a note at the end of the submission.

3. Prohibited Uses

Students must not:

- Use AI to generate any portions of assessed work (e.g., essays, reports, commentaries, or analyses).
- Submit AI-generated interpretations, arguments, or summaries as their own.
- Use AI to paraphrase scholarly sources.
- Use AI tools to bypass engagement with core academic tasks (e.g., reading primary texts, conducting research, developing arguments).

4. Disclosure Requirement

a) The following declaration will be included on the cover-sheet for each piece of MPhil work:

'I have not used AI to generate any part of the ideas, argument or structure of this work.'

b) Any other use of AI tools must be declared in a brief statement at the end of the submission indicating:

- Which tool(s) were used.
- What tasks the AI assisted with.

Example: 'I used AI-enhanced Grammarly to ensure that my submission is free of typos, unidiomatic English, and awkward syntax.'

5. The Role of the Faculty

Course convenors and Supervisors will:

- Help students with the interpretation of this policy.
- Discuss the limitations and risks of AI-generated content.
- Initiate disciplinary procedures on suspected misuse.

6. Alignment with University Policy

This policy complements university-wide regulations on academic integrity and responsible technology use. Students are expected to consult institutional guidance on AI and plagiarism.

9. Plagiarism and academic misconduct

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

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

You are obliged to have read the [University's policy on plagiarism and academic misconduct](#). 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 is found to have occurred. If, after reading that guidance and this handbook, you have any outstanding queries you should seek clarification at the earliest opportunity from the DPS or your Supervisor or Advisor.

You must also be familiar with the **Faculty's policy on the use of AI**, included above.

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

The Faculty uses the anti-plagiarism software Turnitin to screen all postgraduate work submitted for examination. Details are available on request to pg@classics.cam.ac.uk.

If you present as your own ideas those which are in fact drawn from the work of others, or you submit work of your own that has previously been submitted for assessment, you run the risk of being penalised by the examiners and of 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 and Advisors can advise their students 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 overscrupulous in attributing other writers' ideas than to be too sparing. The experience of attending lectures and reading academic books and articles will also help you see in practice how scholars acknowledge the contributions of others.

The possibility of plagiarism should be borne in mind particularly when writing work for assessment. You are 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. It is essential when you are working on, and writing up, your essays and thesis to be extremely careful to distinguish your own ideas from those of others, and to show by means of references in footnotes or main text (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 aim to 'make the argument your own' by using your own words and providing your own judgments 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, 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 acknowledge it.

10. Glossary of Cambridge words and phrases

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

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

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

Advisor: the individual who guides a Diploma student's studies over the course of the year.

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

Chair: the Chair of the Faculty Board (generally known as 'Chair of the Faculty', and equivalent to Head of Department in many universities) chairs several committees including the Faculty Board and the Degree Committee and has *de facto* responsibility for the running of the Faculty. The position is held by a UTO and rotates every 2-3 years. In MT 2026 the Chair is Prof. Emily Gowers. For LT and ET 2027 it is Prof. Ingo Gildenhard. They can be contacted on chair@classics.cam.ac.uk.

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

Degree Committee: the body of senior members which oversees postgraduate admissions, PhD registrations and reviews and the award of postgraduate degrees.

Director of the Diploma (DD): the UTO tasked with overseeing the Advanced Diploma programme.

Director of Postgraduate Studies (DPS): the UTO tasked with overseeing postgraduate studies, and running the MPhil and PhD.

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

Easter: see 'Term'.

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

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

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

Graduate student: the former term for a Postgraduate Student.

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

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

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

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

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

Lent: see 'Term'.

Michaelmas: see 'Term'.

Postdoctoral Researcher ('postdoc'): someone with a PhD who is employed to research, either independently or as part of a larger research project. Postdoctoral researchers may be employed by a national or international research body (such as the European Research Council), by a charity (such as the Leverhulme Trust), or by a College (see 'Junior Research Fellow').

Postgraduate Representative: the postgraduate student (by convention a PhD student) periodically elected to represent the views and any concerns of the postgraduate body to the Faculty Board.

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

Professor: another term for UTO. They come in three flavours: Assistant Professor, Associate Professor and (Full) Professor. Only Full Professors are addressed by the title 'Professor'; 'Dr' is used for all others who hold a PhD, and 'Mr/Mrs/Miss/Ms/Mx' for those who do not.

Research Seminars: the Faculty hosts research-level seminars in each of the subdisciplines of Classics in termtime, throughout the year. Research seminars are sometimes referred to as 'postgraduate seminars'. They are open to AdvD, MPhil and PhD students, as well as senior members of the Faculty and some visitors.

Seminar: any meeting built around one or more research-level presentation.

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

Supervisor: for Advanced Diploma students, someone tasked with supervising a particular piece of work or teaching for the non-language option.

Term: the academic year is divided into three terms, Michaelmas (autumn), Lent (spring) and Easter (summer), separated by vacations. 'Full Term' is the period when students are required to be in residence and within which lectures, seminars and other scheduled events take place. Like academics, postgraduate students are expected to work in the vacations as well, allowing for reasonable holidays. The names of the terms are Christian in origin, but have no religious significance now.

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

Undergraduate: a student studying for the BA.

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

Vacation: the periods of the academic year that lie between the Terms. It is conventional to speak of the 'Christmas', 'Easter' and 'Summer' vacations.

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

11. Appendixes

Health, safety and security

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

Occupational Health Advisers

Tel. 01223 336594

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 (01223 335193) or the Chair of the Faculty (01223 761007).

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

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

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

Mobility disabilities

Students with mobility disabilities who are likely to be unable to use the stairs in the event of an emergency are asked to inform the Faculty Assistant Registry, 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

Working hours for the Faculty, its Library and the Museum are 9–5 Monday to Friday. The Library is also open 9–6 during Saturdays in Full Term, and the Museum is open 10–1 during Saturdays in Full Term. The Museum is closed to visitors on Mondays.

During Full term, the outside doors are unlocked between 8.30am and 7pm Monday to Friday, and between 8.50am and 6pm on Saturday. The doors are not unlocked on Sundays. Outside Full Term, the outside doors are unlocked between 8.30am and 5pm during the week and are left locked at all times at weekends.

When the outside doors are locked, access is then available to staff, postgraduate students and visitors whose

University card has been set to allow access at such times.

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

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

If working in the Faculty late at night or at weekends, tell others of your plans and liaise with other people working late. If you are worried about leaving late at night you can ring Security on 01223 331818 and they will monitor your exit on CCTV.

You can contact Security who will check in regularly with you whilst you are working but you must conform to their instructions (the 'buddy' system). Ring Security on 01223 331818 when you begin work and leave them:

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

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

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

Security can be reached **in emergencies only** on 101 (on internal phone 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 University's guidance on lone working (found [here](#)).

Regulations for the Advanced Diploma degree

The formal regulations for the Advanced Diploma course are as follows:

1. The Advanced Diploma in Classics shall be awarded to a member of the University, qualified under Regulation 2, who has diligently attended the course of instruction prescribed by the Faculty Board of Classics, and who has satisfied the Examiners in the examination for the Diploma as defined in the following regulations, provided that the student has kept three terms. For the purpose of this regulation graduates of the University may count previous residence as a registered student.
2. A candidate for the Diploma must be admitted as a postgraduate student by the General Board, on the recommendation of the Degree Committee for the Faculty of Classics. The General Board shall assign to each candidate a date of commencement of candidature. Each candidate shall pursue in the University a course of study extending over one academic year under the direction of a Supervisor appointed by the Degree Committee and shall comply with any special conditions that the Degree Committee and the General Board may prescribe.
3. Every Supervisor shall send to the Registry reports on the work of each candidate under their charge, in accordance with the provisions of Regulation 15 of the general regulations for certain postgraduate degrees and other qualifications.
4. Notwithstanding the provisions of Regulation 11 of the general regulations for certain postgraduate degrees and other qualifications, the General Board, after consultation with the Degree Committee for the Faculty of Classics, shall have power to determine the payments to be made to Supervisors who are not University officers in respect of candidates for the Diploma.
5. No one shall be a candidate in the same year both for the Advanced Diploma in Classics and for another University examination, and no one shall be a candidate for the Advanced Diploma in Classics on more than one occasion.
6. The examination shall consist of three papers, as follows
 - (a) One of the following papers: Greek A or Greek B or Latin A or Latin B
 - (b) An additional paper chosen from those listed under (a) above.
 - (c) A paper chosen from a selection of those available in Part II of the Classical Tripos (excluding the dissertation option and the borrowed 'O' papers).

Not later than the end of the Easter Term each year the Degree Committee shall announce, for the examination to be held in the academic year next following, the form of examination for each of the papers under (a) and (b) and the list of papers available under (c) above. The examination for the paper under (c) above shall follow the format of the relevant paper chosen from Part II of the Classical Tripos.

7. The Degree Committee shall have power to issue supplementary regulations defining or limiting the scope of the papers, and to modify or alter such supplementary regulations as occasion may require.
8. The Degree Committee shall nominate such number of Examiners and Assessors as they shall deem sufficient and shall nominate one of the Examiners to be Chair. The Chair shall send a written annual report on the students' performance in the examination to the Secretary of the Degree Committee.
9. If the Degree Committee, after considering the report from the Chair of Examiners, resolve that a candidate is entitled to a Diploma, their resolution to that effect shall be sent to the candidate and to the Registry. A candidate who in the opinion of the Degree Committee deserves special credit shall be entitled to a Diploma with distinction. The award of a Diploma shall be published by the General Board unless the candidate has requested the removal of their name from the published list in accordance with a procedure approved from time to time by the General Board.
10. If the Degree Committee are of the opinion that a candidate's performance in the examination is of insufficient merit to entitle the candidate to the Diploma, their resolution to that effect shall be communicated to the candidate and to Registry.
11. The Advanced Diploma shall be in the following form:

THIS IS TO CERTIFY THAT having satisfied the preliminary conditions and having been admitted to the examination appointed by the University of Cambridge has been approved by the Examiners and has been awarded the Advanced Diploma in Classics.

12. While studying in the University for the Diploma a candidate shall pay the appropriate University Composition Fee for each term of such study.

SUPPLEMENTARY REGULATIONS

Greek A

Either (1) an examination containing for translation unseen passages and seen passages from prescribed texts. The passages will be appropriate for candidates who had little or no knowledge of Greek before entry to the University.

Or (2) a submitted translation into English of, and commentary on, a passage (worth 33%) and an examination (worth 67%) containing for translation unseen passages and seen passages from prescribed texts. The passages will be appropriate for candidates who had little or no knowledge of Greek before entry to the University.

Greek B

Either (1) an examination containing for translation unseen passages and seen passages from prescribed texts. The passages will be appropriate for candidates who had little or no knowledge of Greek before entry to the University.

Or (2) a submitted translation into English of, and commentary on, a passage (worth 33%) and an examination (worth 67%) containing for translation unseen passages and seen passages from prescribed texts. The passages will be appropriate for candidates who had little or no knowledge of Greek before entry to the University.

Latin A

Either (1) an examination containing for translation unseen passages and seen passages from prescribed texts. The passages will be appropriate for candidates who had little or no knowledge of Latin before entry to the University.

Or (2) a submitted translation into English of, and commentary on, a passage (worth 33%) and an examination (worth 67%) containing for translation unseen passages and seen passages from prescribed texts. The passages will be appropriate for candidates who had little or no knowledge of Latin before entry to the University.

Latin B

Either (1) an examination containing for translation unseen passages and seen passages from prescribed texts. The passages will be appropriate for candidates who had little or no knowledge of Latin before entry to the University.

Or (2) a submitted translation into English of, and commentary on, a passage (worth 33%) and an examination (worth 67%) containing for translation unseen passages and seen passages from prescribed texts. The passages will be appropriate for candidates who had little or no knowledge of Latin before entry to the University.

Each candidate must offer **only their first language paper** (taught in Michaelmas and examined at the start of Lent Term) in the version that includes a submitted translation and commentary.

Examinations data retention policy

Marks, reports and transcripts are sent to students direct by email. Data on marks and results are used anonymously for statistical analysis. We retain data as described in this policy:

Routinely Available Data:		
<i>Data</i>	<i>Retention period</i>	<i>Accessible through:</i>
Marks and comments on individual essays and examinations	Indefinitely	Director of Postgraduate Studies
Final transcript of marks	Indefinitely	Director of Postgraduate Studies

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

Please request data in writing from:

Director of Postgraduate Studies

Faculty of Classics, Sidgwick Avenue, Cambridge CB3 9DA

E-mail: pg@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