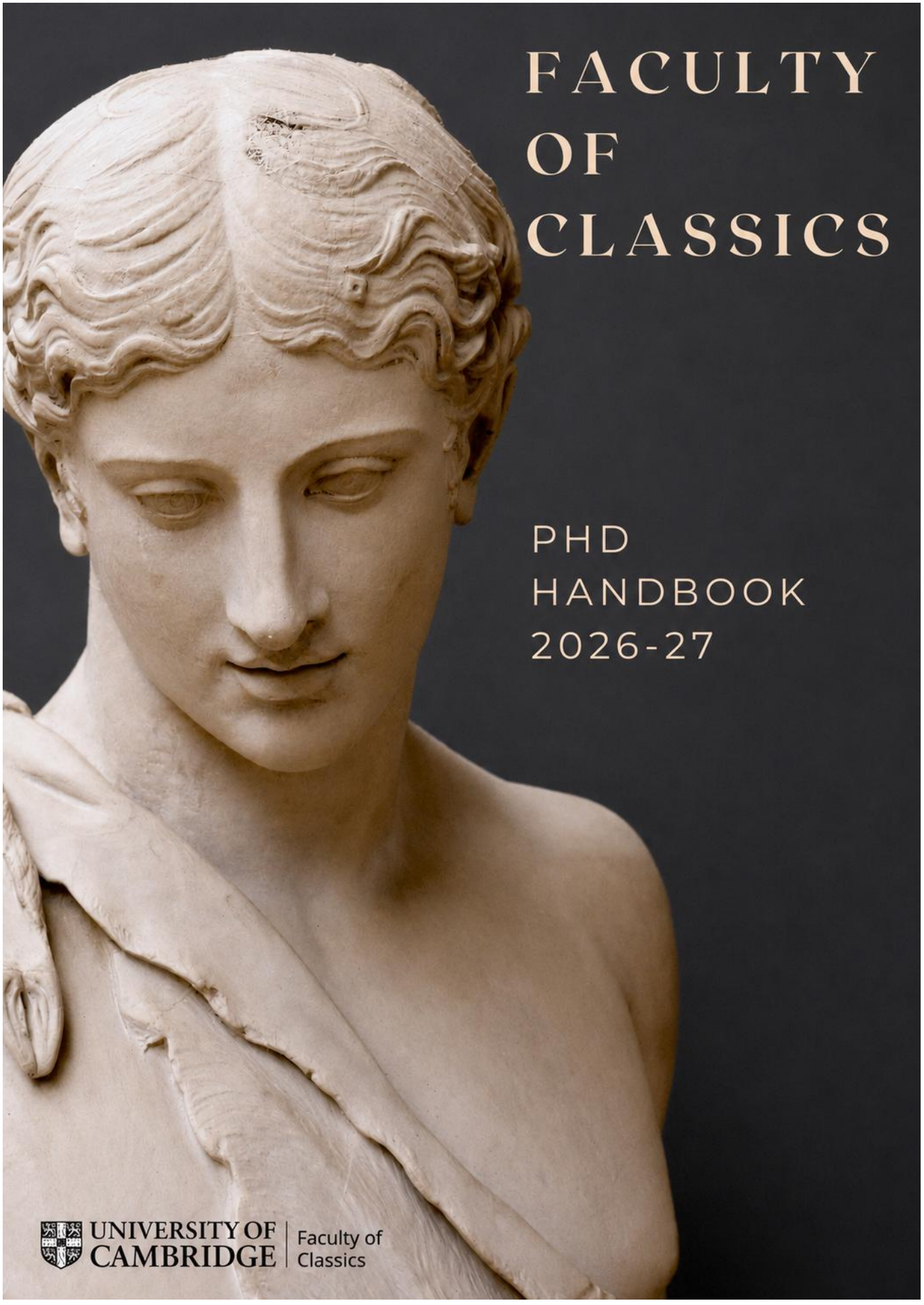

FACULTY OF CLASSICS

PHD HANDBOOK 2026-27

UNIVERSITY OF CAMBRIDGE | Faculty of Classics

Welcome to the Faculty of Classics!

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

The main source of information on all aspects of Classics and University life is the Faculty of Classics website.

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

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

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

Classics Society (UK)

Who's Who

Director of Postgraduate Studies (DPS)

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

Chief Secretary and Postgraduate Administrator

The Chief Secretary, Lina Undicino, and Postgraduate Administrator, Simon Flack, will be able to help with any administrative queries. Simon's desk is in the front office (G.01A = Reception), Lina's next door in G.02A. Both work from home some days. Email: pg@classics.cam.ac.uk.

Librarian

The Faculty Librarian, Lyn Bailey, is there to help with any queries regarding the Library and related resources.

What's What

Postgraduate Studies Committee (PSC)

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

Degree Committee of the Faculty of Classics

The Faculty's Degree Committee oversees postgraduate admissions, PhD registrations and reviews and the award of postgraduate degrees. Its decisions are subject to ratification by the Postgraduate Committee of the GBEC (see below).

General Board's Education Committee (GBEC)

The GBEC is the University's ultimate authority in all postgraduate matters, including cases of appeal.

Student–Staff Joint Committee (SSJC)

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

Table of Contents

1. The PhD in Classics 5

Formal requirements for the PhD 5
Code of Practice 5
Supervision 5
Registration for the PhD (Year 1) 6
Annual review (subsequent years) 6
Part-time students: registration and review 7
Personal Development Plan (PDP) 7
Managing your student status 7
Permission to include an appendix 7
Appointment of Examiners 7
Submission 8
Oral examination (viva) 8
Corrections, revision, graduation 8
Deregistration (withdrawal from the register) 9

2. Resources 10

Libraries 10
Common room 10
Museum of Classical Archaeology and Cast Gallery 10
Computing 11
Copying, printing and scanning 11
Using Faculty rooms for teaching 11

3. Languages and skills training 12

Greek and Latin 12
Other ancient languages 12
Modern languages 12
Other skills training 12
Specialist skills courses 13

4. Lectures, seminars and conferences 15

5. Teaching opportunities 17

6. Financial matters 18

Studentships and scholarships 18
Postgraduate Studies Fund 18
Travel funds 18
Fieldwork opportunities 19
Risk assessments 19

7. Further information 20

The postgraduate community 20
Troubleshooting and support 20
Personal relationships and conflicts of interest 20
Equality and diversity 20
Harassment and discrimination 21
Disability and mental health 21
Keeping up to date 22

8. Glossary of Cambridge words and phrases 22

9. Appendices 25

AI 25
Plagiarism and academic misconduct 25
Health, safety and security 26
Lone working policy 26

1. The PhD in Classics

Formal requirements for the PhD

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

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

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

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

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

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

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

There is a residence rule, which states that candidates for the PhD must normally pursue supervised research in residence in Cambridge for at least 3 consecutive terms (1 year). Part-time students have different requirements. In special circumstances one can obtain leave to undertake work away from Cambridge; when authorised, absences of this kind will count towards the fulfilment of the residence requirement.

Code of Practice

The University's Code of Practice for Postgraduate Research Degrees lays out the University's framework for doctoral studies, and takes precedence over this handbook as a document of record. The Code of Practice is updated annually; the version for the year in which you commenced studies for the PhD is the one that applies to you.

Supervision

You will have a Primary Supervisor (often referred to as 'Principal Supervisor' or simply your Supervisor) and an Academic Advisor (sometimes referred to as a secondary Supervisor) appointed by the Degree Committee. In exceptional circumstances (e.g. if your work cuts across disciplinary boundaries) you may be allocated two Co-Supervisors.

The role of Supervisors is to offer intellectual and practical guidance to students in relation to their dissertations and wider career development. The Degree Committee expects Supervisors to meet their research students typically every two to four weeks in term, with a normal minimum of three meetings per term, but this is not a mechanical prescription: for various reasons and at various periods it may be necessary to meet more frequently, or may be acceptable to meet less frequently. Over the summer vacation period in particular longer gaps between meetings are common.

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

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

Registration for the PhD (Year 1)

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

Full-time students beginning study for the PhD in the Faculty in October will normally go through the registration process before the end of their first June – that is, before the end of their third term of doctoral study in Cambridge. For this registration the student is required to provide four things:

(a) a short progress report consisting of a statement of work undertaken so far, and a prospectus of work to be undertaken in the coming year; this need be no more than two sides of A4, and should give an idea of the subject and scope of your proposed PhD dissertation;

(b) a piece of written work that indicates your research achievements so far, usually a draft of one or more chapters of your PhD, or an equivalent piece of writing, of between 7,000 and 10,000 words in length (including footnotes but excluding bibliography).

(c) your Personal Development Plan (PDP) (submitted online), which identifies your training needs, and how they have been, or will be, approached or met, in terms of attendance at seminars, and general or specific training courses (e.g. courses on starting your PhD, epigraphical training, foreign language acquisition etc.).

(d) the title under which you wish to be registered; this can be provisional (the final title is confirmed only when examiners are appointed, shortly before you submit the complete thesis).

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

The Postgraduate Administrator will write to you, your Supervisor and your Academic Advisor in good time to make the necessary arrangements. Normally, the Supervisor and the Academic Advisor will confer about which senior member will share in the registration, and the Academic Advisor will arrange the meeting between you and the assessors, and agree a date for you to submit the necessary materials (typically a week in advance). You should discuss what you will submit with your Supervisor.

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

(a) Registration for the PhD.

(b) Deferral of registration ('revise and resubmit'). This recommendation is not uncommon. It may be made because of concerns over the planned project, or work of an inadequate standard, or because the candidate does not yet have sufficient skills. The assessors and Supervisor should agree a future date for the deferred registration exercise to take place. This should normally be within three months, but a longer period can be agreed when there are sufficient reasons.

(c) Withdrawal from study. This recommendation is very rare, and is subject to the approval of the University's Postgraduate Committee. It can normally be made at the second attempt at registration.

The report goes to your Supervisor for comment, and is then passed in turn to the Postgraduate Studies Committee and Degree Committee for approval, before being made available to you for discussion with your Supervisor.

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

Annual review (subsequent years)

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

Academic Advisor and an additional assessor, as with the Registration interview.

The student is required to provide three things:

(a) a short progress report consisting of a statement of work undertaken so far, and a prospectus of work to be undertaken in the coming year; this need be no more than 2 sides of A4, and should give an idea of the subject and scope of your proposed PhD dissertation;

(b) a piece of written work that indicates your research achievements so far, usually a draft of one or more chapters of your PhD, or an equivalent piece of writing, of between 7,000 and 10,000 words in length (including footnotes but excluding bibliography).

(c) your Personal Development Plan (PDP) (submitted online), which identifies your training needs, and how they have been, or will be, approached or met, in terms of attendance at seminars, and general or specific training courses (e.g. courses on starting your PhD, epigraphical training, foreign language acquisition etc.).

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

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

Part-time students: registration and review

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

Personal Development Plan (PDP)

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

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

Managing your student status

During the course of your studies, you may need to apply to the University for changes to your student status; for example, to request permission to carry out fieldwork or other research away from Cambridge, or to intermit your studies for medical or other reasons. Applications are made through Self-Service in CamSIS. Details of these procedures are here.

Permission to include an appendix

It is possible in some circumstances for a thesis to be accompanied by an appendix which is not included in the word count. The purpose of an appendix in this sense is to provide material **for the convenience of the examiners**, such as evidence which is difficult to obtain (e.g. unpublished archaeological data/a new papyrus), a substantial body of evidence whose analysis is integral to the thesis and which Examiners would benefit from having easily available (e.g. a catalogue of vases), or texts which are difficult to obtain or occur in widely dispersed sources. Appendices falling outside the word count may not contain original data, description or analysis. Permission to include an appendix must be requested in advance from the Director of Postgraduate Studies and endorsed by your Supervisor.

Appointment of Examiners

As you approach completion, you need to submit an 'Appointment of Examiners' form (available here), including a

thesis abstract. The form invites you to indicate whether you wish to be considered for the Hare Prize, an annual prize awarded to a dissertation submitted in the Faculty of Classics.

Once you have completed your part, pass it on to your Supervisor. The Faculty will ask your Supervisor to make a number of recommendations for Internal and External Examiners; the Degree Committee will agree on a pair of Examiners, who will then be invited.

Bear in mind that the Degree Committee meets **only in term-time**, usually three times per term, and that it sometimes has to discuss an appointment twice (e.g. if an Examiner declines). In general, you should submit the form **at least three months** before your submission, and **prior to week 6** of the term **before** you plan to submit. If you plan to submit between August and December, you should submit your form well before the end of Easter Term.

Submission

When finalising your thesis, bear in mind the Faculty's word limit of 80,000 words (see above), refer to the University regulations on formatting and frontmatter, and check the declarations that you will be required to make on submission (here). These include a statement about the use of AI.

Copy-edit your thesis carefully, i.e. check it for factual accuracy, errors in Greek (including breathings and accents), Latin and other languages, accuracy in translations, formatting and spelling of bibliography and other typos. It is tedious for examiners to catalogue such mistakes, which fall at best under 'minor corrections', and unduly sloppy presentation may result in 'major corrections'. Copy-editing is not the responsibility of your Supervisor or Advisor. If you are not a native speaker, and indeed if you are, it is well worth asking a friend or peer to check your English.

To **submit** your thesis, you must (1) upload it on the Faculty's PhD Turnitin page and (2) email a 'thesis submission checklist' and 'declaration form' to pg@classics.cam.ac.uk. The checklist and form can be found here.

Oral examination (viva)

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

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

No formal presentation is expected, and no particular preparation is required. Most people choose to re-read their thesis and familiarise themselves with the most important primary material. It is a good idea to bring along a copy of the thesis, whether in hard copy or on screen (you're welcome to use a laptop or other device).

After the viva the Examiners submit their reports and a recommendation to the Faculty's Degree Committee. This committee meets around three times each term (and only within term); Examiners need to lodge their reports at least a week in advance of a meeting for them to be considered at it. A week or two after the Degree Committee has met, the Student Registry will send you the committee's decision (e.g. to award the thesis subject to minor corrections) and the Examiners' reports. While awaiting this notification, and while you make any necessary corrections, you remain a registered student of the University. Examiners' reports remain provisional and confidential until they have been approved by the Degree Committee, except that Examiners may at their discretion give you a list of minor corrections at the viva or immediately afterwards.

Corrections, revision, graduation

University guidance on corrections and other outcomes can be found here. If your thesis is approved you are likely to be required to make corrections. 3 months are allowed for 'minor corrections', 6 months for 'major corrections' (these are the two commonest recommendations, but others are possible). You are allowed a maximum of three attempts to make corrections. Other possible outcomes include 'no corrections' (rare, since typographical errors count as minor corrections), 'revise and resubmit' (for which 1 year is allowed and after which the thesis is reexamined) and a recommendation that you receive an MLitt rather than a PhD.

If and when the Examiners are satisfied with the corrections, they inform the Chief Secretary of the Faculty, who

informs the Student Registry (the Faculty's Degree Committee is not involved at this stage). Typically within a week or two of that, you will be notified that you have been approved for the PhD, and you will be removed from the Register of Postgraduate Students. This is the point at which you can apply through your College to graduate, i.e. have your degree conferred. You may do this in person or in absence at one of the University's regular Congregations (graduation ceremonies), which take place around ten times a year. Your College will probably require 2-4 weeks' notice of your wish to graduate, and you must submit your final thesis at least 10 days before the day you graduate. You do not hold a doctorate until you have graduated.

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

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

Because the duration of a PhD can vary from the standard three years (e.g. through intermission), some Faculty systems (e.g. access cards) may not be perfectly synchronised with your time in residence. If you find that any of your privileges have expired prematurely, please do not hesitate to ask the Chief Secretary (on pg@classics.cam.ac.uk) for help.

The following sketch summarises the process in an approximate **timeline from submission to graduation**, assuming a pass with minor or no corrections.

3-6 months before submission	apply for examiners
T-day	submit thesis
2-3 months after submission	viva
2 weeks-3 months after viva	reports seen by Degree Committee (DC)
usually 1-2 weeks after DC meets	decision and reports sent to you by Student Registry
(depends on you and Examiners)	corrections approved by Examiners (often just the internal)
(deadline set by your College)	apply to graduate
minimum 10 days before graduation	submit hardbound copy of thesis
at last …	graduate and receive the title 'Dr'

Deregistration (withdrawal from the register)

The standard length of a full-time Classics PhD students is three years (nine terms); it is possible for the 'writing-up' period to extend into the following year. A full-time student is expected to submit their thesis by the end of their twelfth term in residence (discounting any intermission); otherwise they are **automatically withdrawn** from study by Student Registry. **The Faculty strongly urges students to avoid this.** For information regarding tenth-term (and, in exceptional circumstances, eleventh-term) funding, please see the 'Postgraduate Studies Fund' section below.

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

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

The authoritative source of information on these regulations is here.

2. Resources

Libraries

Most Classics postgraduate students make the Faculty Library 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. There are chairs around it, many of which can be moved around to facilitate teaching, and using the space for supervisions is encouraged, whether you are teaching from the collection or not. There is no need to book. For security reasons, postgraduate access is limited to opening hours.

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

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

Join MyMOCA on Facebook to get updates about the Museum. 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. 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. 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.

Using Faculty rooms for teaching

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

3. Languages and skills training

Greek and Latin

Many PhD students have already received training in Greek or Latin, in different ways and to differing degrees, but mastering languages is a life-long project and the Faculty offers several forms of support to PhD students in developing these skills further. If you are concerned about your own level of confidence in Greek and/or Latin, it's important to know that this is a widespread feeling, and certainly no sign of failure on your part. If you feel more confident, that is good – but the PhD is a good time to continue working on your ancient languages.

• PhD students are encouraged to attend the Part IA lectures in Greek and Latin syntax. Each is a course of 8 lectures delivered in the Michaelmas Term, targetted at post-A level students as consolidation and extension.

• In 2026/27 the Faculty is piloting intermediate grammar and reading courses for PhD students. There will be one 8-week course in each of Greek and Latin, each taught by one of UTOs specialising in language (Mr Basso, Dr Omitowoju, Dr Rodda and Dr Weiss). PhD students working in any area of Classics are encouraged to take part, whether to help with their research, to maintain or develop language skills outside their immediate research area, or as preparation for teaching. Details are circulated early in the academic year.

• In addition, the Faculty offers a series of language training classes in each of Greek and Latin in the Easter Term, described here (under 'PTAs'). These function as training for students hoping to teach the ancient languages to undergraduates, but they also serve as linguistic consolidation in themselves, and all PhD students are very welcome to take part. Details are circulated in the Lent Term.

• PhD students are encouraged to contact any of Franco Basso, Rosanna Omitowoju, Mar Rodda and Charlie Weiss, or any other senior member, with informal requests for help, whether on a particular tricky passage, or for advice on self-directed language study.

• PhD students are encouraged to form informal reading groups, and the DPS is happy to advise and broker.

Other ancient languages

Between the Classics Faculty and other Faculties including Divinity and AMES (Asian and Middle Eastern Studies), Cambridge has an excellent cluster of expertise in ancient languages other than Greek and Latin. If you would like help with any of these, please contact Prof. James Clackson for advice.

Modern languages

Most postgraduate students will need to improve their modern language skills with a view, in the first instance, to reading books or articles written in the foreign language or languages which are central to their research interests. This is something you should discuss with your Supervisor at an early stage. The University's Language Centre offers very extensive facilities, including courses, online learning, dictionaries etc. For further details see here. In particular, please see here for details of courses for postgraduates studying in the School of Arts and Humanities (of which the Classics Faculty forms a part). Academic reading courses are offered in the following languages: French (basic, elementary and intermediate); Italian (intermediate); Spanish (basic).

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

Other skills training

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

a range of relevant courses are provided within the University.

The Faculty periodically runs sessions on topics such as how to publish and on how to get a job in the Classics, and there are frequent sessions on a range of study and career skills organised by the School of Arts and Humanities. Together with your Supervisor you will need to decide the particular package most suited to your needs and interests, drawing up a personal programme ('Personal Development Plan', PDP) of the various seminars and courses etc. you will be attending each year.

For details of the Faculty's training framework, please see here.

The University's skills portal is here. The University's Researcher Development Programme offers many training courses of interest to postgraduates (see here).

For those looking forward to life after the PhD, the Careers Service has a wealth of information about jobs and postdoctoral opportunities available here, and it is possible to arrange an individual interview with a careers adviser to discuss your future plans.

Specialist skills courses

Academic reading courses in German

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 (pah38)

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)

Mycenaean epigraphy

PhD students interested in Mycenaean epigraphy may attend the MPhil Text and Topic seminar 'Writing in the

Aegean Bronze Age' in Michaelmas. There will be further hands-on sessions in Lent term.

Dr Rupert Thompson (rjet1)

Greek and Roman numismatics

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

Dr Adrian Popescu (ap345), Affiliated Lecturer in Numismatics

Textual criticism and palaeography

Students interested in studying either textual criticism or palaeography should contact Prof. Christopher Whitton. PhD students are welcome to attend the Part II lectures and classes in Greek and Latin textual criticism and palaeography (the course called 'A4').

Prof. Christopher Whitton (clw36)

4. Lectures, seminars and conferences

Undergraduate lectures

You are entitled to attend lecture courses in the Classics Faculty and in any other Faculty (except Clinical Medicine!) provided there are no restrictions in a specific case. There may be lectures available which will help fill in the background to your research or supply necessary skills. Details of courses in the Faculty are here (follow the tabs on the left for Part IA, Part IB and Part II), and termly lecture timetables are here. You may find Part II (= final-year undergraduate) lecture courses useful for your research, and you are welcome to attend them; there's no need to ask the lecturer in advance. Handouts and other materials are increasingly posted on Moodle rather than distributed in hard copy. You should be able to self-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, a chance to acquire a wider knowledge of the discipline, and an important opportunity to socialise (there is generally an optional pub visit afterwards). In most terms there is at least one seminar (usually weekly) organised by each of the main Caucuses (subject groups) within the Faculty, held on weekdays in the late afternoon. They are aimed at postgraduate students, postdoctoral researchers and academics.

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

Lists of seminars are published each term here. Suggestions for inviting outside speakers are always welcome; please direct these to the Secretary or Chair of the relevant Caucus. PhD students are normally invited to give a seminar at least once, typically in their second or third year.

Postgraduate interdisciplinary seminar (GIS)

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

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

MPhil Text and Topic seminars

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

Research skills seminars

These seminars address a range of topics including techniques of research, writing and presentation and careers in academia. They are compulsory for MPhil students, and PhD students are welcome. Details can be found in the MPhil handbook.

Cambridge Philological Society

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

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

From the end of the year in which you are approved for the PhD or complete your fourth year as a PhD student (whichever is earlier), membership may be maintained at your own expense. Information about the Society can be found here.

Conferences

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

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

5. Teaching opportunities

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

Undergraduate lectures given by PhD students

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

Postgraduate Teaching Assistants (PTAs)

Every year the Faculty appoints a number of Postgraduate Teaching Assistants. These bursaries are intended to provide postgraduate students with substantial teaching experience and a valuable addition to their CVs. PTAs normally contribute to the Faculty's programme of undergraduate reading classes (one-hour sessions with groups of around a dozen students, working through their set texts). Individual PTAs can offer Greek or Latin or both, and there is no standard total number of hours to which a PTA must commit. Teaching is paid by the hour and an informal certificate is provided at the end of the bursary, confirming the teaching and assessment undertaken.

A call for applicants is made in Easter Term, with interviews held usually around the end of June.

A course of **training classes** is offered in Easter Term. These classes are a chance to consolidate and review advanced syntax and to practise grammatical analysis of Greek and Latin texts and its interpretative implications. Attendance is required for those who intend to apply for PTA positions, but the classes – like the Greek and Latin classes also offered in Michaelmas and Lent Terms (see here), which are also strongly recommended – are also meant to provide training for College language supervisions (see below) and in addition constitute in themselves a course of consolidation in Greek and Latin language. All PhD students are welcome to attend. Details are circulated in Lent Term. Further training is offered before the Michaelmas Term to those students newly appointed as PTAs.

College supervising

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

Undergraduate supervisions are given by a mixture of academics, postdoctoral researchers and postgraduates; they are arranged by Directors of Studies (see the glossary) in the Colleges, and paid at an hourly rate. Most PhD students choose to do some supervising (usually not in their first year as postgraduate students), gaining valuable experience and making an important contribution in the process.

It is important to strike the right balance between commitments like this and your own research. The Faculty recommends a maximum of **6 hours** a week for all PhD students, with a lower maximum of **3 hours** per week in the first year of the PhD. Bear in mind that each contact hour can equate to several hours in total (liaising with students, preparing materials, reading secondary literature, writing reports, not to mention marking work), and think strategically: for instance, teaching three groups for the same topic is a lot less work than teaching three groups for three different things.

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

Because supervisions are arranged by Colleges, the Faculty cannot guarantee opportunities to supervise. If you are interested in supervising, talk first to your Supervisor, who can advise on options and on how to find opportunities.

6. Financial matters

Studentships and scholarships

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

Postgraduate Studies Fund

'Tenth-term funding'. To help support the final stages of completion of a PhD thesis, doctoral students may apply for a grant from the Faculty's Postgraduate Studies Fund (commonly referred to as 'tenth-term funding'). In exceptional circumstances, students may also apply for eleventh-term funding.

Applications are invited in the summer. Students should at the same time apply to their College for support, and to any University funds (e.g. hardship funds) for which they may be eligible. Only in exceptional cases will the value of any grant(s) exceed the cost of **one term's residence**. Application forms are available on Moodle.

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

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.

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

Travel funds

The Faculty is fortunate in being able to offer a limited amount of travel funding to postgraduate students.

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

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

Henry Arthur Thomas awards ('HAT grants')

If you are planning to travel **in connection with your studies** (for example, to attend a conference or to visit a museum or library to study a particular object), you may apply for support from the Faculty's Henry Arthur Thomas Fund. For applications for £75 or more you must also approach your College for funding. Each postgraduate student has an individual annual allowance of £1050. Details of how to apply and how this money can be spent, along with an application form, can be found on Moodle.

Other types of expenses necessary to your research (e.g. courses which are not available in Cambridge, subscription to computer software) may on occasion be reimbursed from the Henry Arthur Thomas fund. In this case, you should contact the Secretary of the Finance Committee (Prof. Alessandro Launaro) prior to the expenditure.

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

If you have any queries, please contact the Secretary of the Finance Committee (as above).

Corbett travel awards

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

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

Fieldwork opportunities

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

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

In addition to the application, you will need to make a Leave to Work Away application on CamSIS. The application includes a risk assessment form, and requires you to obtain University travel insurance. See here.

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

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.

7. Further information

The postgraduate community

When you embark on one of our postgraduate programmes you are entering a sizeable community, and it is likely, even inevitable, that you will find kindred spirits in its midst. Certainly you will find a lively and friendly group of postgraduates who will be an important resource for advice and support. The Faculty Building is a focal point for making contacts, and we urge you to use it to the full. The common room facilities are especially important in this connection (see above). An elected postgraduate representative sits on the Faculty Board, the Library Committee and the Student-Staff Joint Committee, which meets regularly with senior members and the Faculty Officers. The current Postgraduate Representative (until the end of 2026) is Leo Aschenbrenner Boonstra, who will host a 'meet-and-greet' session for new postgraduates at the beginning of Michaelmas Term.

Troubleshooting and support

The Director of Postgraduate Studies is responsible for ensuring that the needs of postgraduate students are properly catered for.

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

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

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

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

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

Advice on academic misconduct is included in the Appendices to this handbook. You are obliged to have read and understood the University's policy on plagiarism.

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, sexuality, class or religion (or lack of it). When anyone enters the Faculty building or interacts with the Faculty's members, they are implicitly entering into a contract requiring them to treat others (students and both academic and non-academic staff) with courtesy and dignity. We expect all members of our community to strive to be welcoming towards and supportive of each other. In particular, we expect each individual to engage positively with

those who do not share their social identity and/or role within the Faculty.

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 DPS and your College Tutor. The Faculty Assistant Registrary, 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 includes

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

The ADRC can also provide a **Student Support Document (SSD)** outlining reasonable adjustments that must be made by the Faculty, such as lecture recording, flexibility with deadlines and special arrangements for examinations. SSDs are circulated with student consent to relevant teaching staff.

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

8. Glossary of Cambridge words and phrases

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

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

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

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

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

Chair: the Chair of the Faculty Board (generally known as 'Chair of the Faculty', 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.

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

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

Convenor: the senior member tasked with organising an MPhil Text and Topic seminar.

Co-Supervisor: where a student's research crosses over disciplinary boundaries, that student may be allocated a Co-Supervisor in a field that a Primary Supervisor cannot cover adequately. The Co-Supervisor may be based outside the Faculty. If you have this kind of arrangement you will often have an Academic Advisor too.

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

Diploma: formally the Advanced Diploma in Classics (AdvD), a nine-month taught postgraduate language degree offered by the Faculty.

Director of Postgraduate Studies (DPS): the UTO tasked with overseeing the MPhil and PhD programmes.

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

Dissertation: another word for 'Thesis'.

Easter: see 'Term', 'Vacation'.

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

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

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

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

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

Graduate student: the former term for a Postgraduate Student.

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

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

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

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

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

Lent: see 'Term'.

Michaelmas: see 'Term'.

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

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

Part-time: some PhD students (particularly those with other employment, or with caring responsibilities) study for the PhD alongside other commitments. They are expected to finish in 5–7 years, a calculation based on the assumption that they during that period they will spend 60–75% of their time on the PhD.

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

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

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

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

Research seminars: the Faculty hosts a series of research-level seminars, in each of the subdisciplines of Classics, throughout the year. Research Seminars are sometimes referred to as 'postgraduate seminars'. They are attended by MPhil and PhD students, as well as Senior Members of the Faculty and some visitors.

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

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

Second Supervisor: see 'Academic Advisor'.

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

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

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

Supervision: Small-group teaching, usually focused on consideration of work a student has submitted in advance. PhD students are usually supervised one-to-one. You may also be invited in the course of your studies to supervise undergraduates: this is usually in groups of one to three students.

Supervisor: the University Teaching Officer entrusted with looking after your studies, reading and commenting on drafts, offering career advice etc. 'Supervisor' (without further qualification) means your Primary Supervisor; you will also be allocated an Academic Advisor. Some students also have Co-Supervisors.

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

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

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

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

Undergraduate: a student studying for their first degree.

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

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

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

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

9. Appendices

AI

The Faculty and University recognise that AI is becoming an important research tool with both risks and benefits. Certain uses of AI are recognised as legitimate and helpful. Others are considered malpractice and are prohibited**.** All students are required to be familiar with **t**he University's policy and guidance on the use of AI; when you submit your thesis, you will be required to affirm that you have followed it.

Plagiarism and academic misconduct

The declaration which you must make at the start of the thesis includes this statement: 'This thesis is the result of my own work and includes nothing which is the outcome of work done in collaboration or content generated by artificial intelligence, except as declared in the preface and specified in the text.'

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

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

The University's policy on academic misconduct is here.

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

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

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

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

As a PhD candidate, you will be expected to have a solid grasp of existing publications relevant to the topic, but the work that you submit must be your own, except where the contributions of others are acknowledged. Consequently it is essential when you are working on, and writing up, your thesis to be extremely careful to distinguish your own ideas from those of others, and to show by means of references (and quotation marks, when you are using an author's own words) occasions when you are alluding to someone else's work. In any case, you should be aiming to 'make the argument your own' by using your own words and providing your own judgements on the other authors' views, rather than following closely someone else's argument and examples. Likewise, when referring to ancient authors or documents you should add references in the footnotes, so that the reader can find the passage in question: you are required by the Regulations to 'give full references to sources'. If you use a printed English translation, you should also acknowledge its source (eg Loeb translation).

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

The Faculty uses the anti-plagiarism software Turnitin for all written work submitted for registration and reviews and also for your final thesis submission. Details are available on request to pg@classics.cam.ac.uk.

Health, safety and security

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

Occupational Health Advisers

Tel. 01223 336594

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 Administrator, Mr Nigel Thompson, so that a personal evacuation plan can be designed.

Medical conditions

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

Report book

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

Smoking

No smoking is allowed in the Faculty building.

Lone working policy

Working hours for the Faculty, its Library and the Museum are 9–5pm Monday to Friday. The Museum is also open half-days on Saturdays in Full Term. The Museum is closed to visitors on Mondays.

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

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

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

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

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

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

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

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

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

Security can be reached **in emergencies only** on 101 (on internal phone) or on 01223 331818 (outside the network). Police/ambulance/fire can be reached by dialing 1999 (on internal phone) or 999 (outside the network).

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

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

You should familiarise yourself with the University's guidance on lone working (found here).