

FACULTY AND STUDENT HANDBOOK  
FOR GRADUATE STUDIES,  
MA IN CLASSICS

© THE DEPARTMENT OF CLASSICS AND ARCHAEOLOGY

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Note 1: This Handbook is intended to be in conformity with current regulations governing Graduate Studies at Brock University. It provides important information specific to the MA Program in Classics at Brock University. Additional information regarding Graduate Studies can be found in the *Brock University Calendar for Graduate Studies* and on the Faculty of Graduate Studies and Postdoctoral Affairs webpage (<http://www.brocku.ca/gradstudies/>) and in the *Faculty Handbook*.

Note 2: Faculty (as used in this document) refers to the list of graduate faculty identified in the Graduate Calendar.

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## 1. Program Description

The Master of Arts in Classics emphasizes a holistic approach to the Greek and Roman worlds and engages students in the study of languages, literature, history, and material culture. Students continue their study of Greek and Latin in order to ensure that they can access the wealth of literary and documentary sources which have survived and still continue to surface. The program also assigns prominence to historical context and material culture, especially promoting active archaeological research and travel to the Mediterranean. The program is structured on the principle that these diverse approaches inform one another and produce a cross-disciplinary, well-rounded, and thus broader understanding of the world and legacy of the Greeks and Romans.

## 2. Facilities

The Department of Classics and Archaeology is home to a collection of Cypriote artifacts (170+ objects; see <https://brocku.ca/humanities/classics/student-resources/cypriote-museum/>). This study collection is intended to promote student familiarity with the protocols of handling such objects and with publication methodology. The Cypriote collection is housed in a secure storage room within a fully equipped wet laboratory dedicated to the study of Classical archaeology for research assistants working on archaeological projects with faculty.

The Canada Foundation for Innovation and the Ontario Innovation Trust have provided funds for the purchase of equipment intended for use on archaeological projects, including a Leica TCR750 reflectorless total station and a Trimble Geoexplorer CE XT Global Positioning System.

The Department of Classics and Archaeology is an institutional member of the American School of Classical Studies in Athens, the Canadian Institute in Greece, and the American Schools of Oriental Research (including the Cyprus American Archaeological Research Institute). Faculty regularly conduct research under the auspices of these institutions, as well as at the British School in Rome and the American Academy in Rome.

## 3. Overseas Opportunities

Faculty working overseas will take students to assist them when possible. Overseas opportunities for graduate students will be made known by the faculty member involved in the project. Interested students must obtain permission to participate from that faculty member and the Graduate Program Director. Current projects include excavation and ceramic study with Prof. Smith at the Bronze Age site of Gournia on Crete; maritime archaeology fieldwork, conservation, and analysis in Marzamemi, Sicily and museum research in Bodrum, Turkey with Prof. Greene; and excavation with Prof. Murray at the Punic and Roman sanctuary site in the Lago di Venere area on the island of Pantelleria, Italy. Students may also participate in overseas projects not run by the Department of Classics and Archaeology but must obtain permission from the Graduate Program Director in consultation with their Supervisor.

The Department regularly offers a field school and a study tour for its undergraduates in alternating years. Recent field schools have brought students to excavations at Burgaz, Turkey; Gournia, Greece; and Marzamemi and Pantelleria, Italy. Recent study tours have also brought students to Greece, Italy, and Turkey. Students will be informed of overseas courses with opportunities for teaching assistantships. Qualified graduate students are given priority for such positions. In all cases, interested students will put in an application for any position available.

The Department also has an internship (CLAS 5N00) at the *Canadian Institute in Greece* (CIG). The internship provides an opportunity for students to live in Greece for three months while working on their Thesis or Major Research Paper. CIG will offer free membership, a free museum pass, discounted accommodations, and free classes in modern Greek at the *Athens Centre*. Students will perform twenty hours of work a week for CIG and have access to all the libraries of the various archaeological schools in Greece through a CIG membership. The course does not count towards requirements for the MA degree.

#### 4. Financial Assistance

The University provides the best candidates with funding packages. Typically university funding packages for full-time MA students include a Graduate Fellowship of \$9000 and a teaching assistantship of just over \$8000 in each of the two years of the program. See: <https://brocku.ca/graduate-studies/current-students/research-based-students/fees-and-funding/>.

Eligible students are strongly encouraged to apply for external fellowships such as the Tri-Agency SSHRC and the Ontario Graduate Fellowship (OGS), which is open to all students who will be attending a university in Ontario regardless of whether they live in Ontario at the time of their application. See: <https://brocku.ca/graduate-studies/scholarships-awards/research-awards-and-scholarships/>.

Brock offers a range of internal scholarship opportunities, which students are also encouraged to apply for.

In addition, the Department of Classics and Archaeology has two scholarships reserved for its graduate students:

- the Danielle Anne Parks Classics Memorial Scholarship
- the Hughes-Reid Graduate Scholarship in Classics

See: <https://brocku.ca/graduate-studies/scholarships-awards/internal/>

The Department offers its teaching assistantships in such undergraduate courses as Greek and Roman civilization, Greek and Roman mythology, introductory level archaeology courses, and ancient history. Teaching Assistantships are an integral part of the graduate student experience, providing valuable experience in the classroom.

There may also be positions as research assistants working in conjunction with faculty members on their current research.

## **5. Application Procedures**

Applicants should have a BA Honours, or equivalent degree, in Classics, with a minimum overall average of B and a minimum major average of 75%. Applicants to the Critical Ancient Studies program and to the Text and Culture specialization will normally have balanced strength in Greek and Latin or substantial experience in one of the ancient languages. There are no formal ancient language requirements for admission to the Art and Archaeology specialization, but students are encouraged to align their study of ancient languages with their academic interests.

Applicants must supply two letters of reference; a statement of interest of not more than two pages in length outlining their research interests and objectives in attending graduate school in Classics; a representative piece of written work of not more than 20 pages; and transcripts of all post-secondary coursework. Applicants must also complete the Graduate Studies on-line application available at:

<https://brocku.ca/graduate-studies/future-students/apply/>

Admission is not guaranteed by the attainment of the minimum of either university or graduate program admission requirements. Admission is a competitive process. For more information, contact the Graduate Program Director.

The Department typically accepts students for full-time study but contact the Graduate Program Director about opportunities for part-time study. Only full-time students are eligible for university funding packages.

## **6. Program Requirements**

The MA is a two-year program.

There are two schemes for the MA degree: (1) with major research paper, and (2) with thesis. Students who qualify for funding receive five terms of funding for scheme 1 and six terms of funding for scheme 2.

Most students pursue scheme 1, the major research paper, as the additional coursework required provides more opportunity for study across the discipline and for language study and acquisition. Scheme 2, the thesis, is by invitation only, on the recommendation of the Graduate Committee.

Students wishing to apply for scheme 2 must provide the Graduate Program Director with a recent transcript and a one-page statement that includes a description of the topic, the name of the desired Supervisor, and the reason for the request. This statement is due in mid-April at the end of the first year of study and a final decision will be made in consultation with the Graduate Program Committee and the potential Supervisor.

### 6.1 Scheme 1. Requirements for the MA with Major Research Paper

Eight half-credit courses (one-term courses) offered by the Department. Additional advanced undergraduate Greek or Latin courses may be required or recommended to address deficiencies in the languages. Required courses include:

- CLAS 5P00: Classics Pro-seminar during the student's first year
- two half credits designated GREE or LATI 4(*alpha*)00, 5(*alpha*)00 or above
- five additional half credits designated CLAS 4(*alpha*)00, 5(*alpha*)00 or above, GREE 5(*alpha*)00 or above, or LATI 5(*alpha*)00 or above
- CLAS 5P90: Major Research Paper

Not more than 0.5 credits numbered at the 4(*alpha*)00 level and not more than 0.5 credits numbered CLAS 5P81-89 or 5V80-89 may be counted toward the fulfillment of the degree requirements.

Each student must pass a reading exam in a modern language, normally French, German, or Italian. Students may instead choose to fulfil this requirement by successfully completing with a grade of 75% or higher a full-year introductory credit in the chosen modern language. This requirement should be completed by the end of the first year.

Each student must complete a satisfactory Major Research Paper, normally 40-50 pages in length, on an approved topic, written in the second year of study under the guidance of a Supervisor.

### 6.2 Scheme 2. Requirements for the MA with thesis

Seven half-credit courses (one-term courses) offered by the Department. Additional advanced undergraduate Greek or Latin courses may be required or recommended to address deficiencies in the languages. Required courses include:

- CLAS 5P00: Classics Pro-seminar during the student's first year
- two half credits designated GREE or LATI 5(*alpha*)00 or above
- four half credits designated CLAS 5V10-5V79, CLAS 5P80, GREE 5(*alpha*)00 or above or LATI 5(*alpha*)00 or above
- CLAS 5F90: Thesis

Each student must pass a reading exam in a modern language, normally French, German, or Italian. Students may instead choose to fulfil this requirement by successfully completing with a grade of 75% or higher a full-year introductory credit in the chosen modern language. This requirement should be completed by the end of the first year.

Each student must complete a satisfactory thesis on an approved topic, normally 80-100 pages in length, written in the second year of study under the guidance of a Supervisor and Supervisory Committee.

Pass an oral examination to defend the thesis.

### 6.3 Specializations

In addition to the general MA program, students may choose one of two Specializations: *Art and Archaeology* or *Text and Culture*.

#### 6.3.1 Specialization in Art and Archaeology Scheme 1. Requirements for the MA with Major Research Paper

Eight half-credit courses (one-term courses) offered by the Department. Additional advanced undergraduate Greek or Latin courses may be required or recommended to address deficiencies in the languages. Required courses include:

- CLAS 5P00: Classics Pro-seminar during the student's first year
- three half credits designated CLAS 5P80, CLAS 5V10-5V29 or 5V30-5V49
- four additional half credits designated CLAS 4(*alpha*)00, 5(*alpha*)00 or above, GREE 5(*alpha*)00 or above or LATI 5(*alpha*)00 or above
- CLAS 5P90: Major Research Paper

Not more than 0.5 credits numbered at the 4(*alpha*)00 level and not more than 0.5 credits numbered CLAS 5P81-89 or 5V80-89 may be counted toward the fulfillment of the degree requirements.

Each student must pass a reading exam in a modern language, normally French, German, or Italian. Students may instead choose to fulfil this requirement by successfully completing with a grade of 75% or higher a full-year introductory credit in the chosen modern language. This requirement should be completed by the end of the first year.

Each student must complete a satisfactory Major Research Paper, normally 40-50 pages in length, on an approved topic, written in the second year of study under the guidance of a Supervisor.

#### 6.3.1 Specialization in Classical Art and Archaeology Scheme 2. Requirements for the MA with Thesis

Seven half-credit courses (one-term courses) offered by the Department. Additional advanced undergraduate Greek or Latin courses may be required or recommended to address deficiencies in the languages. Required courses include:

- CLAS 5P00: *Classics Pro-seminar* during the student's first year
- three half credits designated CLAS 5P80, CLAS 5V10-5V29 or 5V30-5V49
- three half credits designated CLAS 5V10-5V89, CLAS 5P80-5P89, GREE 5(*alpha*)00 or above or LATI 5(*alpha*)00 or above.
- CLAS 5F90: Thesis

Not more than 0.5 credits numbered -89 or CLAS 5P80-89 may be counted toward the fulfillment of the degree requirements.

Each student must pass a reading exam in a modern language, normally French, German, or Italian. Students may instead choose to fulfil this requirement by successfully completing with a grade of 75% or higher a full-year introductory credit in the chosen modern language. This requirement should be completed by the end of the first year.

Each student must complete a satisfactory thesis on an approved topic, normally 80-100 pages in length, written in the second year of study under the guidance of a Supervisor and Supervisory Committee.

Pass an oral examination to defend the thesis.

### **6.3.2 Specialization in Text and Culture Scheme 1. Requirements for the MA with Major Research Paper**

Eight half-credit courses (one-term courses) offered by the Department. Additional advanced undergraduate Greek or Latin courses may be required or recommended to address deficiencies in the languages. Required courses include:

- CLAS 5P00: Classics Pro-seminar during the student's first year
- three half credits designated GREE or LATI 4(*alpha*)00, 5(*alpha*)00 or above
- two half credits designated CLAS 5P80, CLAS 5V50-5V69 or 5V70-5V79
- two half credits designated CLAS 4(*alpha*)00, 5(*alpha*)00 or above, GREE 5(*alpha*)00 or above or LATI 5(*alpha*)00 or above
- CLAS 5P90: Major Research Paper

Not more than 0.5 credits numbered at the 4(*alpha*)00 level and not more than 0.5 credits numbered CLAS 5P81-89 or 5V80-89 may be counted toward the fulfillment of the degree requirements.

Each student must pass a reading exam in a modern language, normally French, German, or Italian. Students may instead choose to fulfil this requirement by successfully completing with a grade of 75% or higher a full-year introductory credit in the chosen modern language. This requirement should be completed by the end of the first year.

Each student must complete a satisfactory Major Research Paper, normally 40-50 pages in length, on an approved topic, written in the second year of study under the guidance of a Supervisor.

### **6.3.3 Specialization in Text and Culture Scheme 2. Requirements for the MA with Thesis**

Seven half-credit courses (one-term courses) offered by the Department. Additional advanced undergraduate Greek or Latin courses may be required or recommended to address deficiencies in the languages. Required courses include:

- CLAS 5P00: Classics Pro-seminar during the student's first year
- three half credits designated GREE 5(*alpha*)00 or above and/or LATI 5(*alpha*)00 or above
- two half credits designated CLAS 5P80, CLAS 5V50-5V69 or 5V70-5V79
- one half credit designated CLAS 5V10-5V79, CLAS 5P80, GREE 5(*alpha*)00 or above or LATI 5(*alpha*)00 or above
- CLAS 5F90: Thesis

Each student must pass a reading exam in a modern language, normally French, German, or Italian. Students may instead choose to fulfil this requirement by successfully completing with a grade of 75% or higher a full-year introductory credit in the chosen modern language. This requirement should be completed by the end of the first year.

Each student must complete a satisfactory thesis on an approved topic, normally 80-100 pages in length, written in the second year of study under the guidance of a Supervisor and Supervisory Committee.

Pass an oral examination to defend the thesis.

## 6.4 Review of Student Progress

Student progress will be closely monitored by the Graduate Program Director and reported to the Graduate Program Committee at the end of each term. In order to continue in the program and qualify for funding a student must maintain a B average overall. Students unable to maintain a B average overall will be required to withdraw from the program.

## 7. Course Descriptions

For information on student evaluation see the *Faculty Handbook 14.9 Evaluation* at <http://www.brocku.ca/university-secretariat/facultyhandbook>.

### 7.1 Classics

#### *CLAS 5F90: MA Research and Thesis*

An extended research project on an approved topic carried out under the supervision of a graduate faculty member and a Supervisory Committee and demonstrating a capacity for independent work and original research and thought.

#### *CLAS 5N00: Internship I*

Three-month internship at the Canadian Institute in Athens, Greece

*CLAS 5P00: Pro-seminar in Classics*

A survey of the tools, resources and methodologies for a holistic study of Greco-Roman antiquity with emphasis on philology, history and material culture. Research writing for grant, abstract, conference proposal, and public presentation.

Seminar, 3 hours per week.

*CLAS 5P80: Directed Readings in Classics*

A reading course constructed in conjunction with a faculty member. This course will be designed for individual students by the faculty member and given final approval by the Graduate Program Director.

*CLAS 5P81: Advanced Archaeological Fieldwork in Greece*

Fieldwork and study of archaeological material under the supervision of a faculty member.

Restriction: Permission of the instructor and the Graduate Program Director.

Note: Students are expected to pay their own expenses.

*CLAS 5P85: Advanced Archaeological Fieldwork in Italy*

Fieldwork and study of archaeological material under the supervision of a faculty member.

Restriction: Permission of the instructor and the Graduate Program Director.

Note: Students are expected to pay their own expenses.

*CLAS 5P86: Advanced Fieldwork in Maritime Archaeology*

Fieldwork and study of archaeological material under the supervision of a faculty member.

Restriction: Permission of the instructor and the Graduate Program Director.

Note: Students are expected to pay their own expenses.

*CLAS 5P89: Study in Mediterranean Lands*

Topographical investigations of ancient sites and monuments; study tours of important cities and museums of the Mediterranean world emphasizing the art and architecture of the Prehistoric, Classical and later periods.

Restriction: Permission of the Graduate Program Director.

Note: Students are expected to pay their own expenses.

*CLAS 5P90: Major Research Paper*

A major research paper on an approved topic under supervision of a graduate faculty member and a Supervisory Committee demonstrating the capacity for independent work and original research and thought.

*CLAS 5V10-5V29: Seminar in Mediterranean Archaeology*

Topics and problems in current archaeological method, theory and research in the Mediterranean basin.

Seminar, 3 hours per week.

*CLAS 5V30-5V49: Seminar in the Art and Architecture of the Greco-Roman World*

Topics and problems in current research in the Greek and Roman art and architecture.

Seminar, 3 hours per week.

*CLAS 5V50-5V69: Seminar in Greek and Roman Social and Cultural History*

Study of a topic in Greek and/or Roman social and cultural history with emphasis on methodology and the use of sources from a variety of media.

Seminar, 3 hours per week.

*CLAS 5V70-5V79: Seminar in Greek and Latin Literature*

Topics and Trends in the Study of Greek and Latin Literature

Seminar, 3 hours per week.

*CLAS 5V80-5V89: Advanced Archaeological Research*

Intensive archaeological field work and study of material culture under supervision of a faculty member. Does not count towards degree credit.

## 7.2 Greek

*GREE 5P80: Directed Readings in Ancient Greek Authors*

A reading course constructed in conjunction with a faculty member. This course will be designed for individual students by the faculty member and given final approval by the Graduate Program Director.

*GREE 5V00-5V19: Readings in Greek Literature: prose*

Intensive readings in a genre of Greek literary prose or the works of an individual prose author.

Seminar, 3 hours per week.

*GREE 5V20-5V39: Readings in Greek Literature: verse*

Intensive readings in a verse genre or the works of an individual verse author.

Seminar, 3 hours per week.

## 7.3 Latin

*LATI 5P80: Directed Readings in Ancient Latin Authors*

A reading course constructed in conjunction with a faculty member. This course will be designed for individual students by the faculty member and given final approval by the Graduate Program Director.

*LATI 5V00-5V19: Readings in Latin Literature: prose*

Intensive readings in a genre of Latin literary prose or the works of an individual prose author.

Seminar, 3 hours per week.

*LATI 5V20-5V39: Readings in Latin Literature: verse*

Intensive readings in a verse genre or the works of an individual verse author.

Seminar, 3 hours per week.

## **8. Language Exams**

### **8.1 Modern Language Requirement**

Each student must pass a reading exam in a modern language, normally French, German, or Italian. In special circumstances, the Graduate Program Director may allow a student to substitute another foreign language to fulfill this requirement. The exam is normally offered at least once a year in September and students must sign up in advance to write this exam.

Each exam will be read by two examiners. The Graduate Program Director or designate will discuss the results with each student.

Students may instead choose to fulfil this requirement by successfully completing with a grade of 75% or higher a full-year introductory credit in the chosen modern language.

#### **8.1.1 Examination Procedure and Format**

The exam is administered by two faculty members (one of whom normally will be the Graduate Language Coordinator), with another faculty member (usually the Graduate Program Director), as third reader when the examiners are unable to agree on a particular student's grade for the exam. Results will be sent to the Graduate Program Director and the Graduate Program Director or designate will report these to each student. Grades are reported as pass or fail. Students are encouraged to discuss their performance with the examiners.

The exam is two hours in length and use of a dictionary is permitted. Students are responsible for obtaining a dictionary for their own use during the exam. Students should expect passages to be drawn from scholarly articles, reference works, and scholarly abstracts.

## **9. Supervision and Guidelines for the Thesis and Major Research Paper**

### **9.1 Student Supervision**

Each student will be matched with a Supervisor for his or her thesis or major research paper normally no later than December 1 of the first year of the program.

#### **9.1.1. The Choosing of a Supervisor and Supervisory Committee**

The Supervisor, in consultation with the graduate student, will propose the Supervisory Committee composition. The committee composition must be approved by the Graduate Program Director. Just as any graduate student is free to request any graduate faculty member in the Department of Classics and Archaeology as Supervisor, any graduate faculty member is free to express an interest in supervising a student, and in fact, is encouraged to do so. If more than one such faculty member is interested in a student, the final decision rests with the Graduate Program Director in consultation with members of the Graduate Program Committee. If no faculty member expresses an interest in

a student, the Graduate Program Director will nominate a Supervisor for that student. Any faculty member can refuse to supervise a student.

The graduate student and the Supervisor will propose the composition of the Supervisory Committee no later than the proposal stage. For the thesis, the committee must include two graduate faculty members in addition to the thesis Supervisor. For the major research paper, the committee includes at minimum a second reader, who must be a graduate faculty member.

The Supervisor will inform the student and the Graduate Program Director of any anticipated extended Supervisor absence. In cases where the absence will be for a period of one month or more, Supervisors will arrange for suitable communication methods and/or interim supervision, e.g., through the use of Supervisory Committee members. Such arrangements will be communicated by the Supervisor to the graduate student and the Graduate Program Director.

For further information see, the Faculty Handbook *Faculty Handbook 3.B.9 (Graduate Supervision, Exit Requirements and Thesis Defences)* <http://www.brocku.ca/university-secretariat/facultyhandbook>.

### **9.1.1 The Student-Supervisor Relationship**

The student will choose a research topic in consultation with his or her Supervisor. The student is required to stay in contact with his or her Supervisor through regular face to face meetings and secondarily via e-mail (if overseas or no longer in residence) throughout the duration of the thesis or major research paper. A Supervisor, in consultation with the student, is required to set up a meeting schedule with the student and a method of regular contact if the student is overseas or no longer in residence. The student is required to submit drafts to the Supervisor on a regular basis. In the case of the thesis, the student normally submits individual chapters as each chapter is completed. The Supervisor must review and comment on each draft in a timely fashion, normally two weeks upon receipt of the draft. The Supervisor must advise on the thesis or major research paper, but may also act as mentor in all professional matters (such as conference papers, external funding applications, and graduate school applications) relating to the student.

## **9.2 Student Proposal Requirement**

Each student must submit a research proposal for approval by the Supervisory Committee and the Graduate Program Director before the start of the thesis or major research paper. It must normally be approved before April 30 of the student's first year of study. The Supervisory Committee will schedule a meeting with the student to go over the proposal. The Supervisory Committee and the Graduate Program Director must sign off on the *Proposal Approval Form* indicating their approval of the proposal. The student must also sign to indicate his or her acceptance of any required changes.

### **9.2.1 Proposal Format**

The proposal must include the following items:

- Summary of Proposed Research (maximum one page)
- Detailed Description of Proposed Research (maximum 10 pages for the thesis and 5 pages for the major research paper) that includes:
  - a. Statement of objectives
  - b. Justification of study (its contribution and its place in current scholarship)
  - c. Methodology/Theoretical Approach
  - d. Travel plans, if part of the project
  - e. Preliminary Bibliography

Follow formatting guidelines of the *American Journal of Archaeology* (<http://www.ajaonline.org/author-guide-print>).

### 9.3 Format for the Thesis and Major Research Paper

The thesis and major research paper must conform to the following departmental rules:

The thesis will normally be 80-100 pages in length, excluding bibliography, drawings, images, plans, and appendices. The major research paper will normally be 40-50 pages in length, excluding bibliography, drawings, images, plans, and appendices.

The thesis and major paper will normally follow the *American Journal of Archaeology*'s house style and citation guidelines for bibliography, footnotes, and in-text citations (<http://www.ajaonline.org/author-guide-print>). For the thesis, each separate chapter will begin numbering footnotes with 1. See further the *Department of Classics and Archaeology Style and Citation Guide*.

The format for the thesis is as follows:

- Single sided, double-spaced Times New Roman, font size 12.
- 1.5-inch left margin, 1 inch for all other margins (but note first page of a chapter)
- Indented paragraphs
- Headings must appear bolded and NOT indented
- The top of each page will have the last name of the author and the chapter number with an abbreviated chapter title, excepting the first page of each chapter
- Page numbers are Arabic numerals centered on the bottom of each page, except for front pages (title page, abstract, acknowledgements, dedications, table of contents, list of plates), which will use lower case Roman numerals
- First pages of a chapter have a top margin of 3 inches and the chapter number in size 12 font and the chapter title bolded and in size 14 font. Both must be left justified
- Plates and appendices will appear at the end, after the bibliography
- Make sure thesis conforms to the regulations for the traditional format found at: <https://brocku.ca/graduate-studies/wp-content/uploads/sites/28/E-Thesis-Format-Specifications-32269-03-2017.pdf>.
- See also the forms, including a sample title page, available here: <https://brocku.ca/graduate-studies/student-resources/forms/#thesis>

Note especially the format of the title page, the table of contents, the inclusion of an abstract and the ordering of the pages of the thesis. Theses that do not conform to these standards will not be accepted by FGS until corrected.

One clean copy of the thesis must be left with the Department as a requirement of convocation. It should be coil bound with stiff black cover paper on the front and back.

An electronic copy (in .pdf format) must be submitted to the Brock University Digital Repository

The format for the major research paper is as follows:

- Single sided, double-spaced Times New Roman, font size 12.
- 1.5-inch left margin, 1 inch for all other margins
- Indented paragraphs
- Headings must appear bolded and NOT indented
- The top of each page will have the last name of the author and an abbreviated title
- Page numbers are Arabic numerals centered on the bottom of each page, except for front pages (title page, abstract, acknowledgements, dedications, list of plates), which will use lower case Roman numerals
- First page of the major research paper will have a top margin of 3 inches and the title bolded and in size 14 font. It must be left justified
- Plates and appendices will appear at the end, after the bibliography
- The major research paper must follow the specifications for the [FGS E-MRP Format Specifications](#).

Note especially the format of the title page, the table of contents, the inclusion of an abstract and the ordering of the pages.

One clean copy of the major paper must be left with the Department as a requirement of convocation. It should be coil bound with stiff black cover paper on the front and back.

Students are encouraged to deposit their Major Research Paper, once approved by their Supervisory Committee, to the Brock Digital Repository. Please see the Steps to Complete The Electronic Submission instructions available here: <https://brocku.ca/graduate-studies/current-students/research-based-students/major-research-project/>. Students submitting their Major Research Paper to the Brock Digital Repository must also complete and submit to the Graduate Program Director the [Brock University Thesis and Major Research Paper Copyright License](#).

## **10. Thesis Examination and Evaluation (for students following scheme 2)**

All students following one of the scheme 2 options must pass an open oral examination. Under special circumstances a closed examination may be approved.

### **10.1 Student Thesis Requirement**

Each graduate student following one of the scheme 2 options must submit a thesis (normally 8 weeks before the end of term in which the defence is anticipated) to be defended through an oral examination (normally 4-6 weeks after the approval of the thesis by the Supervisory Committee and the Graduate Program Director). The thesis will demonstrate the capacity for independent work, original research or thought.

### **10.2 Examination Date**

The Oral Examination cannot proceed until the Supervisory Committee has signed off giving their approval that the thesis is ready for defence. Approval by the Supervisory Committee means the majority of the Supervisory Committee agrees that the thesis is ready for the defence.

Before the Oral Examination, the candidate must submit a minimum of four copies of the thesis to the Graduate Program Director. All printing costs are the responsibility of the candidate. One copy will be sent to an External Examiner (external to the Department) chosen by the Dean of Humanities on the advice of the thesis Supervisor and Supervisory Committee. The External Examiner will be asked to submit a report on the thesis within a two-week timeframe. The report will be made available to the thesis Supervisor and Supervisory Committee prior to the defence through a photocopy of the report that is not to leave the office of the Administrative Assistant of the Department of Classics and Archaeology.

The examination date will normally be set 4 to 6 weeks following the External Examiner's receipt of the thesis. The candidate must bring an additional copy of the thesis to the examination.

### **10.3 Examination Committee**

The Examination Committee will consist of the Supervisory Committee and the External Examiner (when possible). If the External Examiner is unable to attend, the next method of participation is via video conference, and the third method of participation is via conference call.

### **10.4 Procedures for the Oral Examination**

The Dean of Humanities or designate will chair the Examination. If the designate is a faculty member, that faculty member must be tenured. The Examination Committee will meet immediately prior to the Oral Examination (in the room designated for the Oral Examination) to review procedures for the defence. During this time, the Chair will set the time allotted for each questioner in each round of questioning. The Candidate and any audience are then invited to enter. At the examination, the candidate will present a statement (20-30 minutes long) outlining the study. The Examination Committee will then proceed to question the candidate. Questions related to, but not directly covered in the thesis, may be asked. The order of examiners will be: External Examiner(s), second reader, third reader (if applicable), thesis Supervisor. Normally two rounds of questions will be permitted. Once questioning has finished the candidate has a final opportunity to make additional comments or seek clarification. The thesis Supervisor is not permitted to respond at any

time on behalf of the student. After this time, the candidate and any visitors must leave. The Examination Committee will then deliberate in camera regarding the thesis defence.

### **10.5 Examination Evaluation**

Students receive a Pass, acceptable as is; Pass, with minor revisions; Pass, with major revisions; or Fail. The grade awarded must be signed off by the Chair of the Examination Committee. The Examination Committee will also determine whether the thesis should be recommended for internal/external awards. Students are given 2-4 weeks to complete minor revisions and 4-12 weeks to complete major revisions. Revisions will be made under the guidance of the thesis Supervisor and must be approved by the thesis Supervisor and, in the case of major revisions, by the Chair of the Examination Committee. A grade will not be assigned until a satisfactory revised copy is returned to the Graduate Program Director. The grade will be reported to the Faculty of Graduate Studies as Pass with Distinction, Pass or Fail.

## **11. Final Thesis Submission (for students following scheme 2)**

### **11.1 Thesis and E-Thesis Submission**

The Candidate who has successfully defended his or her thesis must submit the final, bound, hard copy (see 11.2) of the thesis to the Graduate Program Director or Administrative Assistant, who will ensure that all appropriate forms related to the defense are completed. A candidate submitting a successfully defended thesis must also upload the thesis to the Brock University Digital Repository. The thesis must be free from typographical and other errors and must contain all illustrations, charts, maps, figures, tables and appendices as approved by the Examining Committee. In addition, the thesis must conform to the Faculty of Graduate Studies' [e-Thesis Format Specifications](#). Where these specifications do not conform to the *American Journal of Archaeology*'s house style and citation guidelines, the Faculty of Graduate Studies and Post Doctoral Affairs' e-Thesis Format Specifications will take precedence. See here for [Instructions on Depositing Your Thesis in the Brock University Digital Repository](#).

The Candidate must also complete and submit to the Graduate Program Director the [Master's Certificate of Approval](#), the [Brock University Thesis and Major Research Paper Copyright License](#), the [Library and Archives Canada \(LAC\) Non-Exclusive License to Reproduce Theses](#). Once completed, the Graduate Program Director will forward all required forms to the Faculty of Graduate Studies and Postdoctoral Affairs.

Under certain circumstances (e.g., to protect confidential commercial information, patentable material, pending application, or where immediate commercial publication is anticipated), a graduate student may request a restriction on the circulation of the thesis for up to a period of 12 months. Students whose research involves unpublished archaeological material should determine, in consultation with their Supervisor, whether the circulation of the thesis should be restricted.

Students wishing to make such a request must complete and submit to the Graduate Program Director a [Request to Restrict the Circulation of Thesis](#) form.

## **11.2 Binding**

The Candidate must arrange to have a single, bound copy deposited with the Department of Classics and Archaeology. The bound copy must be coil bound with stiff black cover paper on the front and back. It is up to you to select a binding vendor for yourself. There are numerous options on campus and elsewhere including print shows and professional binderies. The Library and Graduate Studies do not provide this service.

## **11.3 Circulation and Copying**

The Candidate claims copyright by ensuring that all copies of the thesis bear the International Copyright Notice printed on one line at the bottom of the thesis title page. As a condition of engaging in graduate study in the University, the author of a thesis grants certain licences and waivers in respect of the circulation and copying of the thesis to the University Library and the National Library of Canada. As part of the e-submission process, and if you have a publication pending, you may request a four-month delay (from the date of submission) of web access to your thesis. Under certain circumstances the Dean of Graduate Studies may delay the online display of the thesis for up to twelve months from the date of the defense: see [here](#). See also the *Faculty Handbook 9.5 Deposit of Theses* at <http://www.brocku.ca/university-secretariat/facultyhandbook>.

## **12. Graduate Program Committee**

The Graduate Program Director (GPD) will strike a Graduate Program Committee annually from the program's core faculty members that at minimum will oversee program admissions, assess student progress, and update program procedures and the Graduate Program Handbook. The Graduate Program Committee will consist of a minimum of three of the program's core faculty members, such that the discipline areas of archaeology, history, and philology are represented. Normally, committee members will be chosen from among those teaching graduate classes in that year. The GPD will be a member ex officio. The committee's mandate will run from July 1 to June 30 in any given year.

The Graduate Program Handbook shall be reviewed and updated by the Graduate Program Committee by June 30 of each calendar year to ensure that the revised Handbook is available to students and faculty by August 31 of that year.

The Graduate Program Committee will review all applications for admission to the program and recommend to core faculty members candidates for admission. Applications for admission will be made available to the program's core faculty for review. The GPD will ensure that core faculty members have an opportunity to share admission recommendations with the Graduate Program Committee.

The Graduate Program Committee will review the performance of enrolled graduate students on a regular basis, preferably each term. Following the establishment of a Supervisory Committee, a student's performance must be reviewed and documented once per term.

The Graduate Program Committee may recommend a student be placed on probation if program or research progress is deemed to be unsatisfactory. Probationary requests are approved by the Faculty Associate Dean and submitted to the Faculty of Graduate Studies and Postdoctoral Affairs. The terms and conditions of the probation must be clearly communicated in writing to the graduate student by the GPD. A student who fails to achieve and maintain satisfactory progress after such a probationary period will normally be withdrawn by the graduate program. In some circumstances a student may be withdrawn from the graduate program without a probationary period.

For further information, see *Faculty Handbook* Sec. 3.B.4.8, 4.9, and 7.13:  
<https://brocku.ca/university-secretariat/facultyhandbook/section3>

### **13. Role of Graduate Program Director (GPD)**

#### **13.1 Appointment**

The Graduate Program Director (GPD) is appointed by the Department Chair after consultation with all tenured and probationary members. The term is normally 3 years. It is the duty of the GPD to oversee the graduate program, in consultation with the Graduate Program Committee and the Department Chair. The GPD receives a half course relief per year.

#### **13.2 Responsibilities**

Serving as the Chair of the Graduate Program Committee. This includes initiating procedures for staffing the committee each year.

Organizing a biennial Spring retreat for review of the program.

Acting as the liaison person for the Faculty of Graduate Studies and Postdoctoral Affairs (FGSPA), the Dean of Graduate Studies, and the Associate Dean of Humanities, Graduate Studies.

Serving as a member of the Graduate Council.

Overseeing the preparation, maintenance and distribution of program publicity material, the Graduate Studies Calendar entry and the Graduate Faculty and Student Handbook; working with the Department Web Coordinator and Administrative Assistant to keep the web page connected with the MA program up to date.

Preparing the Graduate Calendar Submission. The Calendar Submission receives final approval from the Department. Normally five courses are offered each year, including CLAS 5P00 and at least one GREE and one LATI.

Ensuring the provision of information about the program to potential applicants.

Informing all members of the Graduate Program Committee when applicant files are ready to be considered for admissions and overseeing the admissions process (including ensuring that a faculty member is identified as a mentor for each incoming graduate student as part of the admissions process).

Organizing a reception and orientation to welcome incoming students. Reviewing graduate policies and expectations and distributing a copy of the Handbook to incoming students.

Providing guidance on and approving course selection and program of study for incoming and ongoing students. This includes enrolling students in the appropriate level of any subject at the undergraduate level to address any deficiencies.

Overseeing students' progress in conjunction with the Graduate Program Committee (normally by a meeting of the Graduate Program Committee in January and April) and providing an update on student progress and status twice a year in a faculty meeting. This includes keeping a database on each student's progress and completion of requirements (coursework, research project, Supervisor, thesis committee, language exams); assisting students in procuring Supervisors, Second Readers and Supervisory Committee members; ensuring the timely formation of Supervisory Committees; ensuring the timely submission of student proposals; meeting with students at least once a term to discuss their progress through the program; and completing FGSPA paperwork on the fulfillment of all MA requirements.

Preparing for the thesis oral defense in conjunction with the Associate Dean of the Faculty of Humanities, Graduate Studies. This includes arranging the date with the external examiner and thesis committee; booking the room; overseeing publicity; preparing all paperwork; ensuring the receipt of the external examiner's report one week before the defence; and making sure the external examiner and Supervisory Committee receive copies of the thesis for the defence. Note that the Supervisor is responsible to see that all paperwork is signed and submitted to FGSPA.

Ensuring that program issues (including student concerns) are brought to the attention of the Graduate Program Committee.

Informing students of the deadlines of OGS and SSHRC awards and offering guidance in the preparation of their research statements.

Working with the Graduate Language Coordinator to set up dates for exams and inform students of the results in a timely fashion.

## **14. Role of Graduate Language Coordinator (GLC)**

### **14.1 Appointment**

The Chair will appoint a GLC for a term of normally two years.

### **14.2 Responsibilities**

In consultation with tenured and probationary faculty members:

The GLC will ensure that modern language sight examinations are set at least once per year in September. The modern language sight examination will normally consist of one passage of French, German, or Italian such that it can be completed in two hours. The choice of language will be determined by each student in consultation with the GPD. When essential to a student's program of study, other languages may be chosen after consultation with and approval by the GPD.

Each exam will be assessed by two examiners, chosen by the GLC. Based on this assessment, the GLC will recommend to the GPD a grade of pass or fail. Although a numerical grade is not assigned to an examination, examiners will observe the following guidelines in assessing students' examinations: a grade of 70% and above corresponds to a 'pass', and a grade below 70% to a 'fail'.

## **Appendix: Important Annual Departmental Dates**

### *September:*

- Modern language sight exams (within three weeks of the start of term)

### *October:*

- Application by first-year MA students for Graduate Student Associate status in the Humanities Research Institute. Application deadline: October 15.

### *December and January:*

- SSHRC Fellowship and Ontario Graduate Scholarship applications due (exact dates vary from year to year)

### *December:*

- Progress meetings (between the end of classes and the end of the exam period)
- First year students wishing to write a thesis must make a formal request
- First year students should be matched with a thesis or MRP Supervisor

### *April:*

- Progress meetings (between the end of classes and the end of the exam period)
- MRP / Thesis Proposal deadline of April 30
- Selection of the next year's Graduate Program Committee