

FACULTY AND STUDENT HANDBOOK FOR GRADUATE STUDIES, MA CLASSICS

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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 Graduate Studies webpage: <http://www.brocku.ca/gradstudies/> and in the *Faculty Handbook*

Note in particular 15 Academic Misconduct: <http://www.brocku.ca/secretariat/facultyhandbook>.

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 is home to a collection of Cypriote artifacts (170+ objects; see <http://www.brocku.ca/humanities/departments-and-centres/classics/cypriote-museum> for more information). 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 Department also owns a slide and image collection, which is in the process of digitization and storage in a database program. For on-line resources see <http://researchguides.library.brocku.ca/CLAS>

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 Geoplotter CE XT Global Positioning System.

The Department of Classics 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 and 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; excavation with Prof. Greene in the harbors of Burgaz, Turkey and the late antique shipwreck at Marzamemi, Sicily, as well as conservation and analysis of cargo from the Archaic shipwreck at Pabuç Burnu, Turkey; 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, 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 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 a student to live in Greece for three months while working on his or her Thesis or Major Research Paper. CIG will offer free membership, a free museum pass, discounted accommodation and free classes in modern Greek at the *Athens Centre*. The student 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 range from approximately \$15,000-\$17,000 (depending on one's admission average) in the first year and include fellowships and teaching assistantships. Internal and external scholarship opportunities are also available. See

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

Brock University also offers a wide range of internal scholarships to both entering and continuing graduate students. In addition, the Department of Classics 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 teaching assistantships in such undergraduate courses as Greek and Roman civilization, Greek mythology, introductory level archaeology courses, and history. Teaching Assistantships are an integral part of the graduate student experience, providing valuable experience in the classroom.

There may further 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 (second class), a minimum average of 75% (B) in Classics courses. Applicants must have completed the equivalent of at least four full credits in any combination of ancient Greek and/or Latin courses at the university level.

Applicants must supply three letters of reference; a letter of intent of not more than two pages in length outlining your 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 course-work. Applicants must also complete the Graduate Studies on-line application form, 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 M.A. 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
- three half credit courses designated GREE or LATI 4(alpha)00, 5(alpha)00 or above
- four half credit courses designated CLAS 4(alpha)00, 5(alpha)00, GREE 5(alpha)00 or above or LATI 5(alpha)00 or above.

N.B. 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 one of the following courses with a grade of 75% or higher: FREN 1F90, GERM 1F90, ITAL 1F90. 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
- three courses designated GREE 5(alpha)00 or above and LATI 5(alpha)00 or above (at least one in each language)
- three other courses designated CLAS 5V10-5V79, CLAS 5P80, GREE 5(alpha)00 or above or LATI 5(alpha)00 or above.

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 one of the following courses with a grade of 75% or higher: FREN 1F90, GERM 1F90, ITAL 1F90. 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
- two half credit courses designated GREE or LATI 4(alpha)00, 5(alpha)00 or above
- three half credit courses designated CLAS 5P80, CLAS 5V10-5V29 or 5V30-5V49

- two half credit courses designated CLAS 4(alpha)00, 5(alpha)00 or above, GREE 5(alpha)00 or above or LATI 5(alpha)00 or above.

N.B. 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 one of the following courses with a grade of 75% or higher: FREN 1F90, GERM 1F90, ITAL 1F90. This requirement should be completed by the end of the first year.

Each student must complete a satisfactory 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
- two courses designated GREE 5(alpha)00 or above or LATI 5(alpha)00 or above
- three courses designated CLAS 5P80, CLAS 5V10-5V29 and/or 5V30-5V49
- one other course designated CLAS 5V10-5V89, CLAS 5P80, GREE 5(alpha)00 or above or LATI 5(alpha)00 or above. Not more than 0.5 credits numbered CLAS 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 one of the following courses with a grade of 75% or higher: FREN 1F90, GERM 1F90, ITAL 1F90. 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.

Each student must 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 credit courses designated GREE or LATI 4(alpha)00, 5(alpha)00 or above
- two half credit courses designated CLAS 5P80, CLAS 5V50-5V69 or 5V70-5V79
- two half credit courses designated CLAS 4(alpha)00, 5(alpha)00 or above, GREE 5(alpha)00 or above or LATI 5(alpha)00 or above.

N.B. 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 one of the following courses with a grade of 75% or higher: FREN 1F90, GERM 1F90, ITAL 1F90. This requirement should be completed by the end of the first year.

Each student must complete a satisfactory 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.

6.3.2 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 courses designated GREE 5(alpha)00 or above or LATI 5(alpha)00 or above
- two courses designated CLAS 5P80, CLAS 5V50-5V69 and/or 5V70-5V79
- one other course designated CLAS 5V10-5V79, CLAS 5P80, GREE 5(alpha)00 or above or LATI 5(alpha)00 or above.

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 one of the following courses with a grade of 75% or higher: FREN 1F90, GERM 1F90, ITAL 1F90. 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.

Each student must 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 Greek and Latin Diagnostic Exam

In September of the year of their admission into the program, students are required to take sight examinations in Greek and Latin. These examinations are for diagnostic purposes only and will not be assigned a grade. The examinations serve to identify students' strengths and weaknesses in each language, and allow the Graduate Program Director, in consultation with the Graduate Language Coordinator, to place students in language courses at the appropriate level, including, in exceptional cases, in undergraduate courses when a student is deemed to be insufficiently prepared to undertake study in a language at the graduate level.

8.1.1 Examination Procedure and Format

Exams in each language will be set and read by two examiners (one of whom normally will be the Graduate Language Coordinator). The Graduate Program Director or designate will discuss the results with each student.

The diagnostic examination will normally consist of one or two passages, such that it can be completed in two hours. Students are allowed 2 hours for exams in each language and are expected to translate at a rate of approximately 20 lines of OCT text per hour. There will be no set reading list for the exams, but examiners strive to choose passages that allow the student to demonstrate basic translation ability in Greek and Latin. Dictionaries are permitted. Additionally, a one or two sentence introduction should preface the selected passage that provides a contextual background for translation.

8.2 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 choose to fulfill this requirement by successfully completing one of the following courses with a grade of 75% or higher: FREN 1F90, GERM 1F90, ITAL 1F90.

8.2.1 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 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> .

9.1.2 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 three 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*
[\(<http://www.ajaonline.org/author-guide-print>\)](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 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/webfm_send/25517.
 - 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 deposit their Major Research Paper, once approved by their Supervisory Committee, to the Brock Digital Repository. Please see the [Instructions to Complete an Electronic Submission](#). 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 Classics.

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.

10.4. 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' 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 [M.A. 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.

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. 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 (http://www.brocku.ca/webfm_send/1473). See the *Faculty Handbook 14.8.5 C Deposit of Theses* and 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 30th 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. 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 an biennial Spring retreat for review of the program.

Acting as the liaison person for the Faculty of Graduate Studies (FGS), 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 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, the timely submission of student proposals, meeting with students at least once a term to discuss their progress through the program, and completing FGS 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 FGS.

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 diagnostic sight examinations in Greek and in Latin are set once per year in late August or early September. Diagnostic sight examinations will normally consist of one or two passages, such that they can be completed in two hours.

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," a grade below 70% to a "fail."

The GLC will meet with each graduate student at least once each term to discuss language development strategies.

Appendix: Important Annual Departmental Dates

September:

- Greek and Latin Diagnostic Exams (within the first week of the start of term)
- Modern language sight exams (within three weeks of the start of term)

October:

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

November:

- Ontario Graduate Scholarship and SSHRC Fellowship 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 advisor.

April:

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