

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 (<https://brocku.ca/graduate-studies/>) 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 can continue their study of Greek and Latin in order to ensure that they are able to 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, Chalcolithic through Mediaeval, mostly Geometric-Archaic ceramics; 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 and the Canadian Institute in Greece; and the American Schools of Overseas 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 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 sites of Gournia and Khavania 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 Gournia and Khavania, Greece; Marzamemi and Pantelleria, Italy; and Burgaz, Turkey. 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 apply 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

Information on funding and fees for current full-time graduate students can be found here: <https://brocku.ca/graduate-studies/current-students/research-based-students/fees-and-funding/>.

All full-time students are eligible for a Graduate Assistantship in the form of a teaching assistantship for the fall and winter terms in each of the two years of the program.

Eligible students are strongly encouraged to apply for external fellowships such as the Tri-Agency SSHRC and the Ontario Graduate Scholarship (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, for which students are also encouraged to apply.

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

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 or a related discipline, 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 on-line application through the Faculty of Graduate Studies and Postdoctoral Affairs (FGSPA) available at:

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

Applicants are encouraged to submit their on-line application and all supplementary materials no later than one week prior to the program's application deadline of January 31; this helps ensure there is time for their application to be processed by FGSPA for completeness before the departmental admissions committee meets in early February.

Admission is not guaranteed by attaining 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, including teaching assistantships.

## **6. Program Requirements**

The MA is a two-year program. There are two schemes for the MA degree:

- Scheme A: Course work with major research paper (normally completed in five terms)
- Scheme B: Course work with thesis (normally completed in six terms).

Either scheme can be pursued in one of three options available: Critical Ancient Studies (the general program); Art and Archaeology specialization; Text and Culture specialization.

### **6.1 Critical Ancient Studies (General Program) Scheme A. Requirements for the MA with Major Research Paper**

Eight half-credit courses (one-term courses) offered by the Department. 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

No more than 0.5 credits numbered at the 4(*alpha*)00 level and no more than 0.5 credits numbered CLAS 5P81-89 or 5V80-89 may be counted toward the fulfillment of degree requirements.

Students may also take courses outside the Department in accordance with the following regulation in the Graduate Calendar (see [Section IV, Degree Requirements](#)): "A Graduate Program Director may approve degree requirement course substitutions up to a maximum of 25% of program requirements (excluding the thesis or major research paper). Such course substitutions must be reported to the Faculty of Graduate Studies, preferably at the time of course registration."

To enhance their skills in languages or other adjacent disciplines, students have the opportunity to take up to one extra graduate credit (or two half credits) or one extra undergraduate credit (or two half credits) over the course of their degree (see "Extra Courses" in the [Graduate Calendar](#)). Permission of the Graduate Program Director is required.

Each student must pass a reading exam in a modern language, normally French, German, or Italian. Students may fulfil this requirement by successful completion with a grade of 75% or higher of a full-year introductory credit or a graduate-level "Reading Knowledge" course 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 30-40 pages in length, on an approved topic, written in the second year of study under the guidance of a Supervisor.

### **6.2 Critical Ancient Studies (General Program) Scheme B. Requirements for the MA with Thesis**

Seven half-credit courses (one-term courses) offered by the Department. 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

Students may also take courses outside the Department in accordance with the following regulation in the Graduate Calendar (see [Section IV, Degree Requirements](#)): “A Graduate Program Director may approve degree requirement course substitutions up to a maximum of 25% of program requirements (excluding the thesis or major research paper). Such course substitutions must be reported to the Faculty of Graduate Studies, preferably at the time of course registration.”

To enhance their skills in languages or other adjacent disciplines, students have the opportunity to take up to one extra graduate credit (or two half credits) or one extra undergraduate credit (or two half credits) over the course of their degree (see “Extra Courses” in the [Graduate Calendar](#)). Permission of the Graduate Program Director is required.

Each student must pass a reading exam in a modern language, normally French, German, or Italian. Students may fulfil this requirement by successful completion with a grade of 75% or higher of a full-year introductory credit or a graduate-level “Reading Knowledge” course 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 70-100 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 A. Requirements for the MA with Major Research Paper

Eight half-credit courses (one-term courses) offered by the Department. 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.

Students may also take courses outside the Department in accordance with the following regulation in the Graduate Calendar (see [Section IV, Degree Requirements](#)): “A Graduate Program Director may approve degree requirement course substitutions up to a maximum of 25% of program

requirements (excluding the thesis or major research paper). Such course substitutions must be reported to the Faculty of Graduate Studies, preferably at the time of course registration.”

To enhance their skills in languages or other adjacent disciplines, students have the opportunity to take up to one extra graduate credit (or two half credits) or one extra undergraduate credit (or two half credits) over the course of their degree (see “Extra Courses” in the [Graduate Calendar](#)). Permission of the Graduate Program Director is required.

Each student must pass a reading exam in a modern language, normally French, German, or Italian. Students may fulfil this requirement by successful completion with a grade of 75% or higher of a full-year introductory credit or a graduate-level “Reading Knowledge” course 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 30-40 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 B. Requirements for the MA with Thesis**

Seven half-credit courses (one-term courses) offered by the Department. 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 CLAS 5V80-89 or CLAS 5P80-89 may be counted toward the fulfillment of the degree requirements.

Students may also take courses outside the Department in accordance with the following regulation in the Graduate Calendar (see [Section IV, Degree Requirements](#)): “A Graduate Program Director may approve degree requirement course substitutions up to a maximum of 25% of program requirements (excluding the thesis or major research paper). Such course substitutions must be reported to the Faculty of Graduate Studies, preferably at the time of course registration.”

To enhance their skills in languages or other adjacent disciplines, students have the opportunity to take up to one extra graduate credit (or two half credits) or one extra undergraduate credit (or two half credits) over the course of their degree (see “Extra Courses” in the [Graduate Calendar](#)). Permission of the Graduate Program Director is required.

Each student must pass a reading exam in a modern language, normally French, German, or Italian. Students may fulfil this requirement by successful completion with a grade of 75% or higher of a full-year introductory credit or a graduate-level “Reading Knowledge” course 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 70-100 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 A. Requirements for the MA with Major Research Paper**

Eight half-credit courses (one-term courses) offered by the Department. 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.

Students may also take courses outside the Department in accordance with the following regulation in the Graduate Calendar (see [Section IV, Degree Requirements](#)): “A Graduate Program Director may approve degree requirement course substitutions up to a maximum of 25% of program requirements (excluding the thesis or major research paper). Such course substitutions must be reported to the Faculty of Graduate Studies, preferably at the time of course registration.”

To enhance their skills in languages or other adjacent disciplines, students have the opportunity to take up to one extra graduate credit (or two half credits) or one extra undergraduate credit (or two half credits) over the course of their degree (see “Extra Courses” in the [Graduate Calendar](#)). Permission of the Graduate Program Director is required.

Each student must pass a reading exam in a modern language, normally French, German, or Italian. Students may fulfil this requirement by successful completion with a grade of 75% or higher of a full-year introductory credit or a graduate-level “Reading Knowledge” course 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 30-40 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 B. Requirements for the MA with Thesis**

Seven half-credit courses (one-term courses) offered by the Department. 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

Students may also take courses outside the Department in accordance with the following regulation in the Graduate Calendar (see [Section IV, Degree Requirements](#)): “A Graduate Program Director may approve degree requirement course substitutions up to a maximum of 25% of program requirements (excluding the thesis or major research paper). Such course substitutions must be reported to the Faculty of Graduate Studies, preferably at the time of course registration.”

To enhance their skills in languages or other adjacent disciplines, students have the opportunity to take up to one extra graduate credit (or two half credits) or one extra undergraduate credit (or two half credits) over the course of their degree (see “Extra Courses” in the [Graduate Calendar](#)). Permission of the Graduate Program Director is required.

Each student must pass a reading exam in a modern language, normally French, German, or Italian. Students may fulfil this requirement by successful completion with a grade of 75% or higher of a full-year introductory credit or a graduate-level “Reading Knowledge” course 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 70-100 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 Steering 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. See [Faculty Handbook 7.13: Continuation in a Graduate Program](#) and entries V and VII under “Academic Regulations” in the current [Graduate Calendar](#). For information on student evaluation, see [Faculty Handbook 14.9 Evaluation](#).

In the second year of the program, MRP students are expected to complete the *MRP Goals and Check-ins* document at the regular intervals specified. The document is designed to help MRP students finish final drafts of their papers by May 1 (in order to be eligible to graduate in June) by setting goals for the different stages of their projects and encouraging regular reflection on their progress. It consists of a list of goals, accompanying deadlines for the MRP, and a series of reflective comments on progress. Students send the completed form to their Supervisor, Second

Reader, and the Graduate Program Director by the dates outlined in the document to keep them updated on progress.

## 7. Course Descriptions

### 7.1 CLAS courses

#### *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 courses

*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 courses***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 fulfil this requirement. The exam is offered at least once a year, normally in September. Students must register in advance to write this exam and should notify the Graduate Program Director of their intention.

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 or a graduate-level “Reading Knowledge” course.

**8.1.1 Examination Procedure and Format**

The exam is two hours in length and use of a print dictionary in the modern language being examined 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 from the fields of Classics and Classical Archaeology.

The exam is administered by a faculty member (normally a member of the Graduate Program Steering Committee) typically in the second half of September; a second sitting of the exam within three weeks of the end of the Winter term may be scheduled if needed.

Each exam will be read by two examiners normally drawn from the Graduate Program Steering Committee with another faculty member (usually the Graduate Program Director) serving as third reader when the examiners are unable to agree on a particular student's grade for the exam. Although a numerical grade is not assigned to an examination, examiners will observe the following guidelines in assessing students' exams: a grade of 70% and above corresponds to a 'pass', and a grade below 70% to a 'fail'. Results will be communicated to the Graduate Program Director or designate who will report these to each student. Students are encouraged to discuss their performance with the examiners, particularly in cases where the outcome is not successful.

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

### **9.1 The Choosing of a Supervisor and Supervisory Committee**

Each student will select a Supervisor for his or her thesis or major research paper normally no later than December 1 of their first year of the program through a consultative process that involves the potential supervisor and the Graduate Program Director. If a student changes the focus of his or her thesis or major research paper over the course of the first year and needs to change supervisors as a result, the student should discuss this with the Graduate Program Director who will assist in formalizing the change.

The Supervisor, in consultation with the graduate student, will propose to the Graduate Program Director the composition of the Supervisory Committee no later than the proposal stage. For the thesis, the committee must include at least two members: the thesis Supervisor and one additional graduate faculty member. For the major research paper, the committee must include a second reader who is a graduate faculty member in the Department. Additional readers from within and outside the Department may be proposed. The committee's composition must be approved by the Graduate Program Director. Faculty members may, at their discretion, accept or refuse requests to supervise a student or to participate in a Supervisory Committee. The Graduate Program Director will nominate a Supervisor for any student who has not arranged a Supervisor by January 15 of their first year of the program.

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, in consultation with the student and Graduate Program Director, will arrange for suitable communication methods and/or interim supervision, e.g., through the use of Supervisory Committee members. For further information see [\*Faculty Handbook 3.B.9 \(Graduate Supervision, Exit Requirements and Thesis Defences\)\*](#).

#### **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 should also act as mentor in professional matters relating to the student such as conference papers, external funding applications, and graduate school applications.

Information regarding the roles and responsibilities of Supervisors and members of Supervisory Committees can be found in the *Faculty Handbook* (see 9.1: [Graduate Supervision and Supervisory Committees](#)). It also contains the University's [Graduate Student Rights and Responsibilities Policy](#) which lays out the rights and obligations of all Brock graduate students. If a graduate student has concerns about their supervisor-student relationship, the recommended course of action is to try to speak with their Supervisor first and then to speak with the Graduate Program Director. The [Office of the Student Ombuds](#) is also available to help, and additional resources may be found through the Faculty of Graduate Studies and Postdoctoral Affairs.

## 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. The MRP proposal must normally be approved by April 30 of the student's first year of study, and the thesis proposal by May 15. The Supervisory Committee and the Graduate Program Director must sign 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

Referencing within the proposal and the preliminary bibliography must follow the formatting guidelines of the *American Journal of Archaeology* (<https://ajaonline.org/submissions/references/>).

## 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 70-100 pages in length, excluding bibliography, drawings, images, plans, and appendices. The major research paper will normally be 30-40 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 (<https://ajaonline.org/submissions/references/>). 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. The font used for headers should be Times New Roman.
- 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. The font used for page numbers should be Times New Roman.
- 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
- The thesis must conform to the regulations for the traditional format found at: <https://brocku.ca/graduate-studies/wp-content/uploads/sites/181/E-Thesis-Format-Specifications-November-2021.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 FGSPA until corrected.

One clean, printed and bound 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. This copy is prepared at the student's expense.

An electronic copy (in .pdf format) must be submitted to the Brock University Digital Repository. The [FGSPA site](#) contains step by step instructions for completing the electronic submission of the thesis with links to all required forms. Further details are also provided below in the section titled "Final Thesis Submission".



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. The font used for headers should be Times New Roman.
- 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. The font used for page numbers should be Times New Roman.
- 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, printed and bound copy of the major research 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. This copy is prepared at the student's expense.

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 B)**

All students following one of the scheme B (thesis) options must pass an open oral examination (often called an oral defence). Under special circumstances a closed examination may be approved.

### **10.1 Student Thesis Requirement**

Each graduate student following one of the scheme B options must submit a thesis (normally 8 weeks before the end of the 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 and thought.

## **10.2 Examination Date**

The oral examination cannot proceed without the approval of the Supervisory Committee. 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 an electronic copy of the thesis to the full Supervisory Committee and the Graduate Program Director. One copy will be sent to an External Examiner (external to the Department) chosen by the Associate Dean of Humanities, Research and Graduate Studies, on the advice of the thesis Supervisor and Supervisory Committee. The External Examiner will be asked to submit a report on the thesis at least one week prior to the defence, and send it by email to the student and the full Supervisory Committee.

The examination date will normally be set 4 to 6 weeks following the External Examiner's receipt of the thesis. The candidate must bring a copy of the thesis to the examination whether printed or digital (i.e., on the candidate's laptop or tablet).

## **10.3 Examination Committee**

The Examination Committee will consist of the Supervisory Committee and the External Examiner. The External Examiner may participate virtually (i.e., via MS Teams, Zoom, Lifesize). All members of the Supervisory Committee are encouraged to participate in person, with virtual participation as an alternative if necessary.

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

The Associate Dean of Humanities, Research and Graduate Studies, 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 members 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 approved 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 and Postdoctoral Affairs as Pass with Distinction, Pass, or Fail.

## 11 Final Thesis Submission (for students following scheme B)

### 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 defence 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 and Postdoctoral Affairs' [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 the Candidate to select a binding vendor. There are various options on campus and elsewhere including print shops and professional binderies. The Library and FGSPA 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 the Candidate has a publication pending, the Candidate 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 defence: see [here](#). See also the [Faculty Handbook 9.5 Deposit of Theses](#).

## **12 Role of the Graduate Program Director (GPD)**

### **12.1 Appointment**

The Graduate Program Director (henceforth 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 Steering Committee (henceforth Steering Committee) and the department Chair. The GPD receives a half course relief per year.

### **12.2 Responsibilities**

Serving as the Chair of the Steering 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 for the Faculty of Graduate Studies and Postdoctoral Affairs (FGSPA), the Dean of Graduate Studies, and the Associate Dean of Humanities, Research and Graduate Studies.

Serving as a member of the Graduate Council.

Overseeing the preparation, maintenance and distribution of program publicity material; 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.

Overseeing the annual review and revision of the Graduate Faculty and Student Handbook in conjunction with the Steering Committee, and ensuring the most up to date version is available to students and faculty.

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

Informing all members of the Department's graduate faculty when applicant files are ready to be considered for admissions and overseeing the admissions.

Organizing an orientation and welcome session for incoming students at which graduate policies and expectations are reviewed, and students are introduced to the Graduate Handbook which is available on the departmental website and on the CLAS 5P00 (D2 and D3) Brightspace sites.

Providing guidance on and approving course selection and program of study for incoming and continuing students.

Overseeing students' progress in conjunction with the Steering Committee (normally by a meeting of the Steering 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, supervisor 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 defence in conjunction with the Associate Dean, Research and Graduate Studies, of the Faculty of Humanities. The forms completed after the defence are submitted by the Associate Dean. The forms for submitting the thesis to the Digital Repository are submitted by the student whose Supervisor is responsible for ensuring that these are signed and submitted to FGSPA.

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

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

Working with members of the Steering Committee to determine dates for modern language exams and to set those exams normally in September, with an additional date within three weeks of the end of the Winter term if required; informing students of the results in a timely fashion.

### 13 Steering Committee

The Graduate Program Director (GPD) will strike a Steering Committee annually from the program's core Graduate Faculty that will oversee program admissions, assess student progress, and update program procedures and the Graduate Program Handbook. The Steering Committee will normally consist of a minimum of three Graduate Faculty, such that the discipline areas of archaeology, history, and philology are represented. Steering Committee members will normally 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 Steering 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 Steering Committee will review all applications for admission to the program and recommend candidates to the Graduate Faculty for admission. Applications for admission will be made available to the Graduate Faculty for review. The GPD will ensure that Graduate Faculty have an opportunity to share admission recommendations with the Steering Committee.

The Steering 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 Steering 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 Associate Dean, Research and Graduate Studies, of the Faculty of Humanities, 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](#), wherein the designation Graduate Program Committee is used.

**Appendix: Important Annual Departmental Dates***September:*

- Modern language sight exams (normally 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 should be matched with a thesis or MRP Supervisor

*April and May:*

- Progress meetings (between the end of classes and the end of the exam period)
- Modern language sight exams (normally within three weeks of the end of term)
- MRP / Thesis Proposal deadline of April 30 (MRP) and May 15 (thesis)
- Selection of the next year's Steering Committee