

FACULTY AND STUDENT HANDBOOK
FOR GRADUATE STUDIES,
MA IN CLASSICS

© THE DEPARTMENT OF CLASSICS AND ARCHAEOLOGY

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i. About This Handbook

The content in this program handbook is accurate at the date of posting and is applicable for the current academic year. Program handbooks are updated annually, and students and faculty should ensure they are referring to the current version. Occasionally, changes to policy and program requirements do occur so students should also check with their supervisor, Graduate Program Director (GPD), or the Faculty of Graduate Studies and Postdoctoral Affairs (FGSPA) on critical matters where they are unsure.

This program handbook reflects general policies and guidelines from Brock University's [Graduate Calendar](#) and [Faculty Handbook](#). The specific documents can be consulted for further details.

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

ii. New Student Welcome Webpage and the Graduate Students' Association

Additional information about starting your graduate studies at Brock can be found on the [New Student Welcome](#) webpage, including details about course registration, Brightspace (Brock's Learning Management System), and housing options.

A helpful resource and source of community for new and continuing graduate students is the [Graduate Students' Association \(GSA\)](#), a student organization that represents the interests of all graduate students enrolled in a diploma, master's or doctoral program at Brock. Upon course registration each term, a student becomes a member of the GSA and will gain access to all member benefits, including optional health and dental coverage, a transit pass, student clubs, and other supports and services.

iii. Academic Regulations and University Policies

Academic regulations and University policies pertaining to graduate studies at Brock University are outlined in the [Graduate Calendar \(Academic Regulations page\)](#) and the [Faculty Handbook \(section 3.B\)](#). All students are required to be aware of, and adhere to, these regulations and policies. Some relevant sections have been included in this handbook below for reference.

The Graduate Calendar sets out the regulations, programs and courses for the academic year indicated. Students may follow the academic policies and program regulations set out in the calendar of the term in which they were first admitted to the program or any subsequent calendar. Students whose studies have been interrupted for one or more years (by not enrolling in at least one course) become subject to the Calendar regulations in effect at the time of their re-registration. Students can check their regulation and calendar year by accessing my.brocku.ca and visiting the Program Status page. For current course descriptions, restrictions, and prerequisites a student will refer to the current [calendar](#) and/or the [course timetable](#).

iv. Student Status

Students are admitted to the University either as a full-time or part-time student and this status can only be changed for valid reasons with the permission of the GPD and the FGSPA.

Full-time graduate students are defined as students whose main focus is graduate study for the purpose of obtaining a graduate degree. Graduate study differs from undergraduate study in that it is, for most students, an activity that is highly concentrated, demanding and all-consuming. Full-time status is not solely dictated by the number of credits a student is enrolled in each term.

Additional details can be found in the [Graduate Calendar](#) under Academic Regulations, II. Student Status.

Graduate students must maintain continuous registration in each successive term from the time of initial admission until degree requirements are complete. This includes registration in a student's thesis or MRP course each term

Students who fail to register for any term, and who have not been granted inactive status or a leave of absence, are considered to have withdrawn from their program of study.

Additional details can be found in the [Graduate Calendar](#) under Academic Regulations, II. Student Status.

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. Fees and Funding

The fee structure of graduate programs is outlined by Brock University and the FGSPA. Students should consult the [Graduate Tuition and Fees](#) webpage and the information provided in their offer letter for the most up-to-date information.

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. A complete listing of available awards can be found on FGSPA's [Internal Scholarships and Awards](#) and [FGSPA Awards](#) webpages.

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.

Full-time graduate students must limit their paid University employment, including Graduate Teaching Assistantships and Research Assistantships. There is no restriction with respect to time spent in paid employment for part-time students.

Additional details can be found in the [Graduate Calendar](#) under Academic Regulations, II. Student Status. For full regulations regarding TAs, including duties and rates of pay, see the [CUPE 4207 Collective Agreement](#).

Students can check their eligibility to apply for loans through the [Ontario Student Assistance Program \(OSAP\)](#). Additional information is also available on Brock's [OSAP](#) webpage.

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. MRP and thesis projects in the Art and Archaeology specialization should focus on material culture.

Applicants must supply two references; 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

Total credits: 4.5

The MA Classics program offers two schemes: a major research paper (normally completed in five terms) and a thesis (normally completed in six terms). Acceptance into the thesis stream requires explicit departmental agreement that the candidate is prepared to pursue advanced scholarly research, and the preparation of an acceptable thesis proposal. Either scheme can be pursued in one of three options: Critical Ancient Studies (the general program); Art and Archaeology specialization; Text and Culture specialization.

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

Please note that the [CLAS 5N00](#) internship does not count towards MA Classics degree requirements. Students may 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.

6.1 Major Research Paper

Students pursuing the major research paper (MRP) option are required to complete a satisfactory research paper on an approved topic, normally 30-40 pages in length, written in the second year of study under the guidance of a supervisor.

Completion of the following is required:

- [CLAS 5P90 - Major Research Paper](#)
- [CLAS 5P00 - Pro-seminar in Classics](#)

For the remaining specialization requirements outlined below, one 0.5 credit numbered CLAS, GREE, or LATI at the 4(alpha)00 level or above may be counted towards the fulfillment of the degree requirements.

6.1.1 Critical Ancient Studies

In addition to the MRP and pro-seminar, students in Critical Ancient Studies must also complete:

- Two half-credit courses numbered GREE or LATI 5(alpha)00 or above
- Five additional half-credit courses numbered CLAS, GREE, or LATI 5(alpha)00 or above (only one half-credit course numbered [CLAS 5P81](#) through [CLAS 5P89](#) or [CLAS 5V80-5V89](#) may be counted)

6.1.2 Art and Archaeology Specialization

In addition to the MRP and pro-seminar, students in the Art and Archaeology specialization must also complete:

- Three half-credit courses numbered [CLAS 5P80](#), [CLAS 5V10-5V29](#) or [CLAS 5V30-5V49](#)
- Four additional half-credit courses numbered CLAS, GREE, or LATI 5(alpha)00 or above (only one half-credit course numbered [CLAS 5P81](#) through [CLAS 5P89](#) or [CLAS 5V80-5V89](#) may be counted)

6.1.3 Text and Culture Specialization

In addition to the MRP and pro-seminar, students in the Text and Culture specialization must also complete:

- Three half-credit courses numbered GREE or LATI 5(alpha)00 or above
- Two half-credit courses numbered [CLAS 5P80](#), [CLAS 5V50-5V69](#) or [CLAS 5V70-5V79](#)
- Two additional half-credit courses numbered CLAS, GREE, or LATI 5(alpha)00 or above (only one half-credit course numbered [CLAS 5P81](#) through [CLAS 5P89](#) or [CLAS 5V80-5V89](#) may be counted)

MRP students may also take courses outside the Department in accordance with the following regulation in the Graduate Calendar (see [Academic Regulations, Section II, Student Status](#)): “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 and Postdoctoral Affairs, 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 under [Academic Regulations, Section II, Student Status](#)). Permission of the Graduate Program Director is required.

6.2 Thesis

Students pursuing the thesis option are required to 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, and pass an oral examination to defend the thesis.

Completion of the following is required:

- [CLAS 5F90 - MA Research and Thesis](#)
- [CLAS 5P00 - Pro-seminar in Classics](#)

6.2.1 Critical Ancient Studies

In addition to the thesis and pro-seminar, students in Critical Ancient Studies must also complete:

- Two half-credit courses numbered GREE or LATI 5(alpha)00 or above
- Four additional half-credit courses numbered CLAS, GREE, or LATI 5(alpha)00 or above (only one half-credit course numbered [CLAS 5P81](#) through [CLAS 5P89](#) or [CLAS 5V80-5V89](#) may be counted)

6.2.2 Art and Archaeology Specialization

In addition to the thesis and pro-seminar, students in the Art and Archaeology specialization must also complete:

- Three half-credit courses numbered [CLAS 5P80](#), [CLAS 5V10-5V29](#) or [CLAS 5V30-5V49](#)
- Three additional half-credit courses numbered CLAS, GREE, or LATI 5(alpha)00 or above (only one half-credit course numbered [CLAS 5P81](#) through [CLAS 5P89](#) or [CLAS 5V80-5V89](#) may be counted)

6.2.3 Text and Culture Specialization

In addition to the thesis and pro-seminar, students in the Text and Culture specialization must also complete:

- Three half-credit courses numbered GREE or LATI 5(alpha)00 or above

- Two half-credit courses numbered [CLAS 5P80](#), [CLAS 5V50-5V69](#) or [CLAS 5V70-5V79](#)
- One additional half-credit course numbered CLAS, GREE, or LATI 5(alpha)00 or above (only one half-credit course numbered [CLAS 5P81](#) through [CLAS 5P89](#) or [CLAS 5V80-5V89](#) may be counted)

Thesis students may also take courses outside the Department in accordance with the following regulation in the Graduate Calendar (see [Academic Regulations, Section II, Student Status](#)): “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 and Postdoctoral Affairs, 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 under [Academic Regulations, Section II, Student Status](#)). Permission of the Graduate Program Director is required.

6.3 Review of Student Progress

Graduate students must maintain a minimum cumulative average of at least a B- (70%) during each term of study. If a graduate student falls below the minimum cumulative average, the student will be automatically placed on academic probation for the subsequent term by the FGSPA. A probationary student must achieve the minimum cumulative average, normally during the probationary term, to be eligible to continue as a graduate student.

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. In addition to maintaining a B- average overall, satisfactory progress in the program entails the following: for first-year students, securing a supervisory committee during the Winter term and submitting an approved MRP or thesis proposal to the GPD by May 15 of that year; for second-year students, meeting interim MRP or thesis research and writing deadlines agreed upon with their supervisor. All students are also expected to be active participants in the Classics and Archaeology community by attending programs and events (as their schedules allow) such as CAC and Research Seminar Series talks, the AIA public lecture series, and the Saturnalia and Floralia celebrations.

Students unable to maintain a B- average overall and unable to demonstrate satisfactory progress as outlined here will be required to withdraw from the program. See [Faculty Handbook 7.13: Continuation in a Graduate Program](#) and the section titled “[Continuation in a Graduate Program](#)” (under Academic Regulations, Section II, Student Status) 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 in it. 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. Thesis students and their supervisors should mutually agree upon a schedule for the completion of different stages of the thesis and to make continual progress toward defending the thesis and completing all requirements by the end of their sixth term (Spring term of their second year). In the second year of the program, thesis students are expected to complete the *Thesis Goals and Check-ins* document at the regular intervals specified in it. The document provides an opportunity for students to update their supervisory committee and the GPD on their progress as well as to reflect on accomplishments and challenges. Thesis students and supervisors should arrange to meet on a regular basis (at least once a month either in person or virtually).

7. Course Descriptions

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.

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.

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, scholarly abstracts, and academic website content 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 Major Research Paper and Thesis

9.1 The Choosing of a Supervisor and Supervisory Committee

Each student will select a supervisor for his or her major research paper or thesis normally no later than the end of January 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 major research paper or thesis 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 major research paper, the committee must include a second reader who is a graduate faculty member in the Department. For the thesis, the committee must include at least two members: the thesis supervisor and one additional graduate faculty member. 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 the end of January 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 major research paper or thesis. 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 within two weeks from receipt of the draft. The supervisor must advise on the major research paper

or thesis but should also act as mentor in professional matters relating to the student such as preparing 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 major research paper or thesis. MRP and thesis proposals must normally be approved by May 15 of the student's first year. The supervisory committee and the Graduate Program Director must sign the appropriate *Proposal Approval Form* indicating their approval of the proposal. The student must also sign to indicate 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 5 pages for the major research paper and 10 pages for the thesis) 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 Major Research Paper and Thesis

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

The major research paper will normally be 30-40 pages in length, excluding bibliography, drawings, images, plans, and appendices. The thesis will normally be 70-100 pages in length, excluding bibliography, drawings, images, plans, and appendices.

The major research paper and thesis 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 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. It is due to the Department by June 1 (or the next Monday if that date falls on a weekend).

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](#).

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".

9.4 Final Stage Status

If an additional term beyond the standard length of their program is required to finish the program, students can apply for Final Stage Status (FSS) for reduced tuition in the final academic term. Students approved for Final Stage Status by their graduate program must have completed all course work, other program requirements, and must have a complete draft of their Major Research Paper or Thesis that their supervisory committee agrees requires no additional chapters/sections. Students approved for Final Stage Status must be able to complete their exit requirement within the subsequent term. Final Stage Status will be awarded only once and for only one term. Students on Final Stage Status are not eligible to receive an FGS Graduate Fellowship for that term.

The Final Stage Status form is available on the FGSPA [Student Forms](#) webpage under Registration and Student Status.

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 Application to Graduate

To receive their diploma, a student must apply to graduate through their my.brocku portal even if not planning to attend a convocation ceremony. Brock has two graduation ceremonies in June and October of each year. The deadline to apply to graduate is February 1 for the June (Spring) ceremony and July 1 for the October (Fall) ceremony.

Please refer to the FGSPA [Apply to Graduate](#) webpage for details on applying to graduate, and the FGSPA [Important Dates](#) page for convocation deadlines and dates.

Details about post-graduation work permits (PGWPs) can be found on the [Brock International](#) website.

13 Academic Integrity, Academic Misconduct, and Appeals

Academic Integrity:

In accordance with the Brock University [Academic Integrity Policy](#), all students are expected to display the highest standards of academic integrity. Academic integrity means upholding a strong personal and professional ethic within your own work, and that of your colleagues. In upholding the principles of academic integrity, graduate students are expected to demonstrate respect and acknowledgement of others' words and ideas when conducting research, writing, publishing, and teaching.

For more information, visit Brock's [Academic Integrity](#) webpage and the [Graduate Calendar](#) Academic Regulations page (XII. Academic Integrity/Academic Misconduct).

Academic Misconduct:

Integrity is fundamental to the process of research and scholarship, and misconduct damages the entire academic enterprise. Academic dishonesty, while traditionally defined as plagiarism, also includes inappropriate collaboration with other students, data falsification, fabrication of results, and the unauthorized resubmission of previous work.

In the event a student is suspected of engaging in academic dishonesty, professors will contact the GPD and there will be an interview between the GPD and the student. During this interview students have the right to have an advisor present such as Brock's [Ombudsperson](#). Additional procedures covering academic misconduct can be found on the [Graduate Students - Academic Integrity](#) webpage and in the [Graduate Calendar](#) under Academic Regulations (XII. Academic Integrity/Academic Misconduct).

Appeals:

Students who have concerns about a grade in a particular course should first discuss the issue with the instructor of the course in question.

If the issue cannot be resolved, the student should refer to the pre-appeals procedures and appeal timelines as summarized in Faculty Handbook section III, [Appendix 1](#). Additional details are outlined in the [Graduate Calendar](#) (Academic Regulations, XIII. Graduate Student Appeals) and the [Student Senate Appeals](#) webpage.

14 Health, Safety, and Wellness

The health and safety of individuals is to be a primary objective in every area of operation at Brock University. Every person utilizing University premises must comply with this policy and all related regulations, standards, programs, and procedures. [Health, Safety and Wellness](#) provides information, resources, tools, and support to assist the Brock community in creating and fostering a healthy, safe, and environmentally sustainable place to visit, study, live, and especially, work.

Students should also be aware of Brock's [Occupational Health and Safety Policy](#), as well as [Lab Safety](#) and the process for [incident reporting](#).

As outlined in the Ontario Occupational Health and Safety Act, students employed by the University are required to complete the mandatory [Health and Safety Awareness Training](#) available on SharePoint in the Health Safety and Wellness Toolbox (requires a Brock employee login).

Under the Accessibility for Ontarians with Disabilities Act (AODA) and the Human Rights Code, students employed at Brock University are legally obliged to undertake [mandatory online training](#) through Brightspace, Brock's learning management system.

15 Role of the Graduate Program Director (GPD)

15.1 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.

15.2 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 Handbook for MA students and faculty 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 process.

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. This may be part of CLAS 5P00 rather than a distinct session.

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, supervisory committee, language exams); assisting students in procuring supervisors, second readers, and additional supervisory committee members (if applicable); 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.

16 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 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 reading 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)
- Progress meetings (normally between the end of classes and the end of the exam period)
- First-year students should be matched with an MRP or thesis supervisor by the end of January

April and May:

- Modern language reading exams (normally within three weeks of the end of term)
- MRP / Thesis Proposal deadline of May 15
- Selection of the next year's Steering Committee
- Progress meetings, including discussion of course registration and requirements for continuing students

June:

- Meetings with all incoming students regarding course registration as well as preliminary discussions about the modern language requirement and TAs (normally in early to mid-June prior to the opening of Fall registration)