



**MA Program
Department of Classical Studies**

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**THE UNIVERSITY OF WESTERN ONTARIO
DEPARTMENT OF CLASSICAL STUDIES
MA PROGRAM**

PROGRAM INFORMATION

All students are advised of the following progression requirements, and of the policy of the School of Graduate and Post Doctoral Studies (SGPS) regarding "Incompletes". These additional guidelines are intended to provide students with an understanding of what is expected of them during their graduate career, both their course loads and the rate of completion of their course work.

All students are responsible for abiding by the regulations laid down by SGPS in the graduate calendar and on the [SGPS web site](#).

Students in the program may specialize in Classics (Greek and Latin Philology and Literature), Ancient History, or Archaeology/Art.

At the beginning of their program, each student will be assigned a faculty advisor (a **mentor**) who will orient the student to the program. The advisor may or may not become part of their supervisory committee, should the student write an M.A. thesis. **It is imperative that you go to your mentor:**

- If you need advice about a topic for your Summer Research Paper
- If you need advice on whether or not to write an MA thesis
- If you're planning on submitting an abstract to a conference
- If you're giving a talk inside or external to the department
- When you have an application for travel funding (they need to sign the form)
- When you are working on a scholarship application
- For general advice about departmental life and academia
- If you have an issue with a course, instructor, etc.

PROGRAM REQUIREMENTS

Course Load

Students in the M.A. program must complete 6.5 Full Course Equivalents (FCE) during their five terms of residency, normally taking three courses (3.0 FCE) in each of the two academic years (September-May) and an independent research project (0.5 FCE) from May-August of the first year. These are normally graduate courses, but where students are lacking the prerequisite background to pursue a course of study at the graduate level, up to 1.0 FCE at the undergraduate level in Greek, and/or Latin (and in exceptional circumstances, Classical Studies) courses can be allowed over the two years (5 terms) of the M.A. by application to and approval from the Graduate Affairs Committee.

Core Course Requirement

CS 9000 is a special survey course for all graduate students in the Department, to be taken in the student's first year of enrollment. This "Core Course" is focused on the basic research methodologies of the discipline, introducing students to the major scholarly approaches and questions of the discipline of Classics as well as to give students a broad perspective on the discipline as a whole, through the examination of selected texts and evidence from archaeological and material culture. Students are exposed to the standard scholarly literature for and critical approaches to three major genres: Archaeology and Material Culture, History and Historiography, Greek and Latin Literature.

Proseminars

Several times per semester there will be one-hour proseminars for all students. The workshops are designed to help students develop skills for a career inside or outside academia. Topics will vary from year to year, but include: writing an abstract; writing a grant proposal; applications to PhD programs; working with research tools; introduction to resources in ancillary disciplines; developing research skills. **Students are expected to attend all the proseminars**, but need not attend proseminars they have attended in previous years. Students should notify the Graduate Chair if they have to miss a proseminar.

Departmental Research Seminars and Guest Lectures

Throughout the school year, there will also be public lectures given by internal and external colleagues. To accommodate the latter, the schedule may occasionally need to be adjusted. These lectures are a valuable part of graduate training. They introduce students to current work of scholars in various subfields of Classics, adding breadth to the program. Additionally, external speaker visits provide students with opportunities to make contacts with scholars at other institutions.

Our department values a collegial atmosphere in which both students and faculty demonstrate interest in the work of our internal and external colleagues in all subfields of Classics. Attending departmental events and participating in the discussion following the presentations promotes collegiality in the department and improves the reputation of our graduate programs.

All graduate students are expected to attend the departmental research seminars and guest lectures, and should notify the Graduate Chair and the Speakers Committee Chair if they have to miss an event.

Modern Language Requirement

Classics is an international discipline with important work published in most modern European languages, often unavailable in English translation. Competent researchers must be able to work with the secondary literature in their fields. Consequently, students must pass a written foreign language examination during the program to demonstrate they have a reading knowledge of a modern language other than English, usually French, German, or Italian. The Modern Language exam is offered three times a year: September, January and April. First-year MA students must attempt to take the Modern Language exam no later than April of their first year, and each time subsequently until they have passed the exam. This language requirement is met by passing a translation test, to be written with the aid of a dictionary, set by the Department.

PROGRESSION REQUIREMENTS

Year 1 (Terms 1 and 2)

The requirements in the first two terms for both thesis and non-thesis students are the same, namely 3.0 Full Course Equivalents (FCE). These are normally graduate courses but where students need to strengthen their background in Latin or Greek, or in a particular area of material culture, up to 1.0 FCE at the undergraduate level, is allowed over the five terms of the M.A., in keeping with the regulations of the School of Graduate and Post-Doctoral Studies.

PROGRESSION REVIEW

At the end of the first academic year (over the summer), the Graduate Chair will meet with each student, to discuss the student's progression (entered into Pathfinder). If a student should fail to meet the Progression Requirements set out in this document, or if there is a concern, the student will draw up a plan for completion of the work, in consultation with the Graduate Chair and the GAC. Funding for Term 3 and all subsequent terms is dependent upon the progression of the student.

OPTIONS FOR YEAR TWO (terms 3-5)

For the second year, two options are available for M.A. students, a course-based option and a thesis option.

A. Course-based Option

- I Summer (Term 3): All students must take an independent research course (0.5 Course Equivalent), which entails the writing of a Research Paper. This will consist of the writing of a major research paper (approx. 8000-9000 words). Guidelines for this are below. Proposals for summer research papers should be submitted to your mentor/supervisor by March 15. It is expected that the student will consult beforehand with their mentor concerning a topic.
- II Year Two (Terms 4 and 5): The requirements are 3.0 FCE. These are normally graduate courses.
- III By the end of April in Term 5 all requirements must be completed in order to graduate in the Spring Convocation.
- IV No funding from the School of Graduate and Post-Doctoral Studies will be available beyond Term 5

B. Thesis Option

There are two possible routes for the second year in the MA program. Most students take the "Coursework Option," which requires that students take three courses in both the fall and winter semesters. Some students take the "Thesis Option," which requires that students take one course in both the fall and winter semesters and also write a thesis. The option a student takes is not entirely up to them, but will be decided in consultation between the student, the SRP supervisor, and the Graduate Chair. The decision will be made based on what is best for the student and their development as a scholar. It is important to realize that neither the Thesis Option nor the Coursework Option is for better students or for students who "qualify." Although it is recommended that only students who receive a grade of at least 85% on their SRP write a thesis, many students who receive a high grade and could write an excellent thesis feel that their scholarly development will be better served by the variety of experiences available in courses.

As a part of asking a potential supervisor whether they are available to supervise an SRP in March, a student should also

discuss with them whether they would like to pursue the Coursework Option or the Thesis Option. If a student is considering the Thesis Option, they will write the SRP as the basis of a thesis chapter. In late August, when the supervisor has graded the SRP, the student will have a discussion with the supervisor and the Graduate Chair to make a final decision about whether they will pursue the Coursework Option or the Thesis Option. If the student is moving forward with a thesis, they need to consult documentation about that process and, most importantly, discuss the plan with the supervisor as early as possible. There is not as much time in the second year to write a thesis as one might think.

**Department of Classical Studies
MA Program: Summer Research Paper**

GUIDELINES

GENERAL DESCRIPTION:

The Summer Research Paper (SRP) in the Classics Department is completed by all MA students between their first and second years in the program and is a requirement for the completion of the MA program. The project is meant to give students experience completing a substantial research project that offers some original thought and argumentation in the field of Classics.

The topic can be from any subfield of Classical Studies (Philology, Archaeology, Ancient History) and students will want to start thinking as early as possible about the subjects that interest them and might form the basis of the project. When the student has a general sense of what they will research, they should then think about the appropriate faculty member to ask to supervise the SRP. Sometimes this may be a faculty member with whom the student has already worked in courses, but this is not always the case. A student's interests may intersect more with those of someone else in the department; and they should approach the person most appropriate to supervise the topic chosen.

The purpose of the SRP is to give the student in-depth expertise in a specific subject and to provide experience working on a substantial piece of research (roughly 30-35 pages, see below). The exercise mimics writing a journal article in our discipline, and a journal article is a good model for the project. The SRP will help the student develop research skills that can apply to many fields after completion of the MA, not only academic or Classics research and writing.

FINDING AN SRP TOPIC:

First and foremost, students should choose a topic that interests them and one that is rich enough to sustain an argument of significant length. After identifying a general subject area that interests them, students should think about the questions they want their research to answer, not just about a broad subject (e.g. "How does the Ara Pacis embody the key themes of Augustus's building program in Rome?" rather than "I'm interested in the Ara Pacis"). Students are encouraged to frame their approach as inquiry and find questions that are original and have some depth to them.

We encourage students to find new topics of interest and to broaden their experience with classical subjects, but it does happen that students would like to continue working on a subject that they began for a course during the first year of the MA. This is not prohibited, but the project needs to be expanded and altered significantly. Students are not allowed to take a 20-page paper, add 10 pages to make it 30 in total and turn it in to fulfill SRP requirements; rather the argument must be substantially added to and altered. The student will discuss the details with the supervisor but generally, there are two options. If the student builds on a paper that is already 15 pages, another 30 or so need to be added (i.e., the amount of work expected to fulfill this requirement) to make the whole work over 40 pages. The other possibility is that the original work of 10-15 pages is altered so substantially that it effectively becomes a new piece of writing, with the same subject focus as the term paper. These details will be decided on an individual basis in consultation with the supervisor.

SRP REQUIREMENTS: Length and format

The SRP is a paper of about 8,000 to 9,000 words. The word count includes notes and bibliography. Properly formatted, 8,000-9,000 words should fill approximately 30-35 pages (double spaced), including notes and bibliography. This is a standard length for a substantial journal article in Classics.

The student will discuss with the supervisor a precise timeline and expectations for the writing process (see below for more on timelines) but generally the paper will be submitted in its final form by August 15th so it can be graded before the fall term begins. Students are encouraged to discuss with their supervisors how they would like the paper delivered, as well as specific formatting requirements (a standard format is 12pt. Times New Roman font with 1-inch margins, double-spaced). The SRP should have a title and sub-section titles may be used throughout the work (common in a long piece of research in a scholarly article format), but the student should discuss these details with their supervisor.

Other things the student may want to discuss with the supervisor include:

- Citation style
- Bibliographical format
- Ancient source citations
- Latin and Greek translations

- Archaeological material and use of images
- Expectations specific to the subject (e.g., conventions of working with epigraphy/papyrology; textual criticism; specific theoretical approaches, etc.)

SRP SCHEDULE:

When a topic has been chosen and a supervisor secured, the student should meet with the supervisor to discuss a specific schedule of work during the summer months. A student may want to discuss whether or not they will have regular meetings or if they will provide drafts of work in progress, but this is up to the student and the supervisor. A general schedule for the SRP is as follows:

First term of the MA program: Students are encouraged to think about subjects that interest them and what might be an appropriate topic for a project of this length. A student might also be thinking about who they would like to ask to supervise their project.

February: Students should decide on a general topic and approach the potential supervisor by the end of February. It is not guaranteed that the faculty member will be available, so be prepared in case a second option is needed.

March: The student now needs to write a proposal. There is no set length for the proposal, but 600 words (or one single-spaced page) is a good target. Keep in mind that a research project will change as it develops, so don't worry too much about sticking precisely to what is in the proposal. But students need to have some idea of the approaches they might take and questions they might ask. Students might also include a preliminary bibliography. **Please submit a proposal to potential supervisors by March 15th.** Students can then discuss the proposal together with their supervisors and refine the ideas moving forward. **Please also let your supervisors know at this time if you want to write an MA thesis,** although your supervisor will reach their decision on this over the summer.

April 1st: The final, approved version of the proposal is due to the admin assistant together with the SRP form (available on our website and at the end of this handbook). The form must be signed by the student, the graduate chair, and the supervisor. The form is straightforward, asking for a title and an abstract, which is the proposal itself. It also asks the student to list "Research Texts/Sources," which is a short list of the main sources which will be used for the project, which may include primary and secondary sources. Please include this initial list of resources (bibliography) with the abstract. Finally, it asks for a "Schedule of Work." This section only needs to be used if the student has a very specific plan with their supervisor and both want to use this section to lay that out. This section does not necessarily need to be completed.

April: Focus on exams and papers for courses and don't worry about the SRP.

May: At this point students should start working on the paper. Actual writing probably will not begin in May, but a student needs to be planning the argument by gathering primary sources (texts, archaeological material, epigraphic sources: the evidence a student will draw on in their paper) and reading secondary sources (articles, books, book chapters) to support arguments.

June: Every student is different and will start writing at different times, but do not wait too long to begin putting words on the page. Students may want to start writing in June, but at the very least should certainly lay out a detailed outline of the arguments and the general framework of the project with evidence and sources. A paper of this length should have an introduction, conclusion, and two or three major sections, and this should all be reflected in an outline with enough detail to lay out the structure and list major sources of evidence. If students need help with approaches to writing please discuss this with the supervisor and utilize campus resources such as Weldon Library research help.

July: Students should definitely be writing now; it cannot be done in two or three weeks. It is always obvious when writing is rushed, and often results in a lower grade. A student needs to have some words on paper by (or before) July 1st.

August: Students will be at the end of the project at this point. Students should have already discussed with the supervisor 1) if the supervisor will read or expect to see a draft and 2) a date for that draft. This could very likely be August 1st—so there is enough time to receive comments, discuss the draft and for the student to work on a final draft before August 15th. These details can be discussed with the supervisor, but if a draft is submitted in advance this should **not** include unfinished paragraphs, notes to oneself, unfinished footnotes, etc. There will not be much time to complete the work before August 15th and a student will not receive useful feedback if the reader cannot fully evaluate the argument and use of evidence. **The final draft of the SRP is due to the supervisor on August 15th.**

Grading rubric for the SRP:

A student may also want to discuss with the supervisor what their expectations are for the SRP and how it will be marked. Everyone differs a bit in their expectations, so the student should have a conversation about this if it is important to them. Very general rules of marking and expectations are as follows:

90%-100%, A+: This is a paper that makes a significant and original contribution to the scholarly discussion of a topic (the

higher end of this range would be for something publishable essentially in its present state). An A+ paper is well written in clear academic prose. It shows an impressive and precise command of language. Its author chooses words appropriately, uses a variety of sentence structures, and observes the conventions of written English. It has a concise and forceful statement of its thesis. The paper makes excellent use of both primary and secondary sources. The argument of the entire paper is unified by a logical structure with clear signposting that indicates the structure to the reader. The conclusion of this paper drives home the significance of the argument. The paper is well presented, meaning the formatting is appropriate, the referencing system is standard and consistent, and there are few (if any) typos.

85%-89%, A: This paper is very impressive for MA student work. The paper is well written and clearly argued, but its argument lacks sufficient originality and significance to warrant scholarly publication. As above, it is written in clear academic prose. It shows an impressive and precise command of language. Its author chooses words appropriately, uses a variety of sentence structures, and observes the conventions of written English. Alternatively, an "A" paper may make a highly original and significant argument, but the writing style and presentation are lacking in some way. It may be that the author has not used primary or secondary sources sufficiently or that the academic prose is stylistically poor. An "A" paper is well presented, meaning the formatting is appropriate, the referencing system is standard and consistent, and there are few (if any) typos.

80%-84%, A-: This paper meets expectations for MA student work. The paper is well written and correctly argued, but its argument does not make a significant contribution to the current state of the field. It is written in good academic prose, but it may contain some infelicities of style or errors in usage. Its author generally chooses words appropriately, uses a variety of sentence structures, and observes the conventions of written English, but may have occasional lapses. The reasoning of an "A-" paper is correct, but not as clear as the reasoning of an "A" paper. It may require more effort for a reader to follow the argument. An "A-" paper will generally include appropriate formatting and careful proofreading, but it may contain some errors.

70%-79%, B: This paper is clearly competent and shows potential, but its argument is not significant, nor is it written in clear and elegant style. It may lack a clear statement of its thesis or make an argument that is too obvious or general. The style of a "B" paper is not as impressive or consistent as that of an "A" paper, but the author generally chooses words appropriately, writes effective sentences, and observes the conventions of written English. A "B" paper contains sufficient citations of the text, but often uses examples for the sake of using examples instead of choosing examples that advance and develop its thesis. The reasoning of a "B" paper is acceptable, but may be flawed in one or more ways.

60%-69%, C: This paper is passing, but demonstrates some clear deficiencies. It may contain several good points, but often does not link them together into a unified argument. It uses insufficient or inappropriate examples. It may demonstrate a serious misunderstanding of the primary and/or secondary sources. The grammar and syntax of the paper is deficient, words are chosen poorly and sentences are unclear. A "C" paper often contains too much summary and too little argumentation.

Below 60%, Fail: This paper falls short of expectations in significant ways. If this is the case the supervisor will contact the student and options will be discussed.

A. Thesis Option

- I Summer (Term 3): Those students who wish to pursue the thesis option should consult with their mentor/supervisor and they must declare their choice to the Graduate Chair **by March 15** of the first year. The advantages and disadvantages of both the thesis and the course-work options will be discussed with the students. Consideration of the overall goals of the students will be a factor in this discussion.
- II After consultation with the Graduate Chair, those students who pursue the thesis option should design their summer research project to function as one chapter of the thesis (0.5 Course Equivalent). The project will be reviewed at the end of the summer, and if it is judged to be both feasible as a thesis topic and to have a good chance of success, the Graduate Affairs Committee (GAC) will approve the student's request to pursue an MA thesis. If the work submitted at the end of the summer is not judged to be a foundation for a successful thesis, the GAC will recommend that the student pursue the course-based option. The thesis is completed in various stages: by March 15 (Term 2), the student must submit to their advisor a thesis proposal that consists of a statement of the question that will be explored, its place in scholarship, the methodology to be used and a preliminary bibliography. Subsequent stages are outlined below.
- III Year Two (Terms 4 and 5): In Terms 4 and 5 students, who are approved for writing a Thesis are enrolled in one regular graduate course (1.0 FCE) and 2.0 FCE's are allotted to researching and writing the thesis. The department has determined however that there will be **one contact hour per week** between the student and the supervisor, in which the thesis and the student's progress on it is discussed in Year 2 (Terms 4 and 5).

- IV In February or March of the second year (Term 5), thesis students present a lecture or seminar on their research to date.
- V The M.A. thesis and thesis examination will follow the [thesis regulations](#) established by SGPS.

All requirements must be completed by the end of April of the second year in order to graduate in Spring Convocation. No funding from the School of Graduate and Postdoctoral Studies will be available beyond Term 5

SCHOOL OF GRADUATE AND POSTDOCTORAL STUDIES (SGPS) REGULATIONS

For a complete list of SGPS regulations, students should consult the [website](#) of the School of Graduate and Postdoctoral Studies (SGPS).

REGISTRATION, TUITION and FEES

Registration occurs for all five terms, (Fall, Winter and Summer of Year 1, Fall and Winter of Year 2).

Tuition fee bills are available online only. Students will be able to view any “pending financial aid” on the [Student Center](#) website, and will subtract this from the owing balance. Tuition may be paid via online banking, or by sending or presenting a cheque/money order to the Registrar’s Office (Western Student Services Building, Room 1120), or by debit card in the Registrar’s Office.

ADDING or DROPPING GRADUATE COURSES (6.03)

All courses added or dropped by the student must be approved by the Graduate Chair of the student’s program and by the Graduate Chair of the department offering the course (if the course is not from the student’s program). Courses may not normally be added and dropped after the specified deadline dates.

Deadline dates for adding or dropping a course will normally be calculated according to the table below. A course that has been dropped by the last date specified for adding a course shall be expunged from the records. A course that has been dropped after the last date specified for adding a course but before the last date specified for dropping a course without academic penalty shall be recorded as "WDN". A course that has not been dropped in accordance with the above regulations and that has not been completed satisfactorily by the student shall be recorded as "F", failures.

Weight of Course	Last Day to Add	Last Day to Drop
0.5, 1.0, 1.5 or 2.0	One month from the official beginning of the term in which the course begins	Two months from the beginning of term in which the course begins
2.5	10 Business days	50% of the way through the course

AUDITING GRADUATE COURSES (6.04)

The student must declare an intention to audit a graduate course by the enrolment deadline for the term, using the Graduate Course Audit Form. The student must have the instructor’s signed approval to audit the course, as well as approval from the Supervisor (if applicable) and Graduate Chair. An Audit requires regular attendance and any other obligations as stated by the course instructor in the Comments/Expectations section of the Graduate Course Audit Form. If these requirements are not met, the audit will be removed from the student’s record at the instructor’s request. After the enrolment deadline, a student may not make a change from auditing a course to taking it for credit, or vice versa, within a given term. A student may, in a subsequent term, enroll in a given course for credit that has previously been audited. Graduate courses delivered online may not be audited without special permission from the program.

- [Graduate Course Audit Form](#) (Forms must be submitted to the Graduate Assistant)

INCOMPLETE COURSES (6.06)

When a student does not complete work for a one-term half course or a two-term full course by the grade submission deadline, a grade of INC appears on the transcript. **The INC will be changed to a grade if the work is completed by the grade submission deadline for the term following the one in which the INC was awarded. If a grade is not submitted by this deadline, the INC becomes a Failure.**

A numerical grade submitted for an INC grade, or an F grade resulting from an INC, is final. The School of Graduate and Postdoctoral Studies will not consider a subsequent revision of either grade except on documented medical or compassionate grounds. The INC grade does not apply to full courses that are longer than two terms (in these courses the interim grade of IPR stands until the student completes the course).

ADDING, AUDITING, or WITHDRAWING FROM UNDERGRADUATE COURSES (6.07)

Graduate Students may take undergraduate courses without additional charge only if needed for their degree requirements and with the approval of the Graduate Chair and the School of Graduate and Postdoctoral Studies. Graduate students taking undergraduate courses must follow the undergraduate regulations, as stipulated in the undergraduate calendar under 'add/drop deadlines'. To register in an undergraduate course, you must use the Graduate Student Taking Undergraduate Course Form. Undergraduate courses, or combined courses in which undergraduate students predominate must be less than one-third of the student's total course requirement for the graduate degree. Graduate students may not take an undergraduate course at a Western-Affiliated University College (with the exception of programs whose home unit is an Affiliated University College).

- [Graduate Student Taking Undergraduate Course Form](#) (Forms must be submitted to the Graduate Assistant)

COMPULSORY STUDENT EVALUATION OF COURSES (6.08)

All graduate courses with an enrolment of three or more students are subject to an evaluation designed by the program and completed by students. This evaluation should occur at the end of each offering of the course and should include elements that are designed to provide an evaluation of both the course and the effectiveness of the instructor. The results of such evaluations will be made available to the course instructor and the Chair or director of the instructor's home unit. Programs are encouraged to make the results of these evaluations available to students who might be considering taking the same course in the future.

CREDIT FOR PRIOR GRADUATE WORK (6.09)

At the time of the student's admission, a program may reduce its requirements if it is satisfied that the student has completed equivalent work that has not counted toward a previous degree.

FAILED COURSES

Under normal circumstances, a student who receives a failing grade (less than 60%) in a course is required, in accordance with the regulations of the School of Graduate and Postdoctoral Studies (SGPS), to withdraw from the program.

DEPARTMENT OF CLASSICAL STUDIES REGULATIONS

COURSE SELECTIONS

The deadline for course selection is July 15th. Graduate students may only take a maximum of one full undergraduate course (one FCE). (Please refer to the Program Requirements on Page 1).

GTA ASSIGNMENTS

Teaching assistant duties will be assigned once courses have been selected. The list of TA assignments will be distributed after the Departmental Orientation.

STUDENT I.D.

Western Student Services Building (WSSB), Room 1100 Student I.D. (Western OneCard) consists of a photo and validation card that is a student's lifeline at this university. The card serves most importantly as a library card and is used for access to Lawson Hall (the department building) after hours and on weekends. It can also be used to access the Campus Recreation facilities, to purchase meals through Food Services, and is accepted by Western's vending machines (it operates on a debit system). Students can obtain their Western OneCard following registration. The fees receipt is required to obtain photo I.D. The student photo I.D. card is good for the duration of the student's studies. New cards are required only if the student loses or damages the original. The student must pay for a replacement. NB: your Western ID number can be found on your offer letter.

PARKING

Support Services Building (SSB), Room 4150 Graduate students are entitled to a parking transponder (for a fee) that enables them to park in lots that are slightly closer to buildings than other lots open to undergraduates. Parking is not reserved, so you may find that lots fill up quickly in the morning. In order to obtain a transponder you will need proof of your car ownership and student I.D.

BUS PASSES

SOGS office: (Room 260, UCC) All full-time graduate students are eligible to receive a universal bus pass as part of their membership in SOGS (graduate students are automatically members). This bus pass provides unlimited ridership on London Transit buses throughout the academic year on a term by term basis (approximately \$60/term). For more information, consult the [SOGS](#) website.

EMAIL ADDRESSES

All graduate students receive one email address. This address will be used by the School of Graduate and Post Doctoral Studies (SGPS), by the Department, and by Human Resources (HR). Please ensure that you check your official Western email frequently for important information from these offices.

ADDRESS CHANGES

If you move, it is your responsibility to go online to Human Resources and to the Student Services website and make the necessary changes. You must also inform the Graduate Assistant in LAH 3205A. It is important that addresses and phone numbers are correct.

To make changes to your personnel file in Human Resources go to: [myHumanResources](#).

To make changes for the School of Graduate and Postdoctoral Studies, please log on to the [SGPS](#) website.

OFFICE SPACE

All graduate students in the department are assigned office space. You will be assigned office space in LwH 3218, 3222, 3228, or 3270. The rooms are accessed by a keypad. To obtain entrance, please see the Graduate Assistant for the code. It is advisable to claim a desk ASAP. Offices in 3270 require two keys: one to access the exterior door to the suite of offices and one for the office itself (see below)

KEY REQUISITIONS

If you wish to access the fridge/microwave in the inner hallway, and/or the library and photocopier/ mail boxes after hours, you will need to obtain a key. To do so, you will have to complete an online request form (instructions below). There is a refundable \$25.00 deposit per key.

[Login](#) for key requisition forms. Once you're logged in, please type in the following information:

Department – Classical Studies Building – Stevenson/Lawson Hall

Room Number – 050 3202 (hallway/library/photocopy room)

Room number— 050 3270 (exterior door to 3270)

Room numbers — 050 3270E, 050 3270F, 050 3270G

BANKING

Graduate student payments are issued every Tuesday evening from the Student Center (beginning the second Tuesday in each term - for those with a credit balance). When a graduate student is in a credit balance a payment can be issued directly to the student's bank account. Instructions to set up an Electronic Fund Transfer (EFT) are as follows:

Electronic Fund Transfer (EFT) - *Please ensure that you activate this service.* It is available to all graduate student who provide Western with an active bank account using the [MyHumanResources](#) self service application. You must use your HR Western computer account login and password (which may be the same as your student account). Graduate students with questions regarding their Human Resources account may call 519-661-2194. Graduate student receiving a payment to their bank account will be sent an email the day the payment has been issued.

Once this has been set up, your monthly GTA payments will also be deposited automatically.

DEPARTMENT OF CLASSICAL STUDIES PRIVILEGES/SERVICES

COMPUTER USE

Students are welcome to use the computers and scanners located in the Classical Studies Library, LAH 3202 24 hours a day, seven days a week.

PHOTOCOPYING/PRINTING

Students have access to the department photocopier, in LAH 3203, 24 hours a day, seven days a week. Photocopies cost \$0.06 per page, which includes paper). An individual code number is required to access the photocopier. Please see the Graduate Assistant in LAH 3205A for your access code and paper supplies. Instructions on how to print to the photocopier are posted above the computers in the Library, LAH 3201 and the photocopier in LAH 3203.

LOEB REFERENCE BOOKS

Loeb texts are located in LAH 3205 and are available to all graduate students. The Loeb texts must be signed out. Please see Undergraduate Assistant to sign out Loeb books. LOEBs MAY BE SIGNED OUT FOR A MAXIMUM OF 3 DAYS.

MAIL

Mailboxes are provided for graduate students and are located in LAH 3203. Students may receive external and inter-university mail here. As well, the office has facilities for sending outgoing mail related to graduate work. The mailroom is accessible 24 hours a day, 7 days a week. You need a key to access your mailbox: please see the graduate assistant. There is a refundable deposit of \$5 per key.

LIBRARIES

There are numerous libraries on campus, but for the most part students will use the D.B. Weldon Library across from the UCC (student photo I.D. serves as a library card). Library hours are posted on the [Weldon website](#) and change during holiday periods and summer months. The print and online collection of reference materials for Classics is one of the best in the country. Please make friends with the librarians, early and often! The Classics Librarian also maintains a [blog](#) for announcements and new acquisitions and services.

The full set of the Loeb Classical Library in LAH 3205 is available for students to sign out. All other books located in LAH 3202 (the library/computer room), including several reference copies of the Oxford Latin Dictionary and the Liddell-Scott-Jones Greek lexicon can be used (in the room only) by all Classical Studies students.

DEPARTMENTAL EXPECTATIONS

It is mandatory for students to:

- * Attend all graduate classes.
- * Attend all TA classes (as required). You will receive a contract letter and list of duties in September.
- * Pass the modern language requirement by the end of September of the second year.
- * Attend all public lectures given in the Department. If you can't, please email the Graduate Chair and the Speakers Committee Chair.
- * Attend all proseminars and speaker's series events. If you can't, please email the Graduate Chair and the Speakers Committee Chair.

In addition:

- * Supervision and a practice run for the presentation of conference papers is required. If you require funding for travel to conferences to present a paper, please refer to page 9 for available funding and deadlines. Please see the Graduate Assistant in LAH 3205A for travel funding forms.
- * Students are expected to consider their time in the program as a professional apprenticeship and to conduct themselves in a responsible and professional manner.

SCHOLASTIC OFFENCES

A student guilty of a scholastic offence may be subject to one or more penalties, examples of which are:

1. Reprimand.
2. Requirement that the student repeat and resubmit the assignment.
3. A failing grade in the assignment.
4. A failing grade in the course in which the offence was committed.
5. Withdrawal from the program.
6. Suspension from the University for up to three academic years or for a portion of one academic year including the academic session in which the student is currently registered.
7. Expulsion from the University.

PLAGIARISM

“Students must write their essays and assignments in their own words. Whenever students take an idea or passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offense (see the [‘Scholastic Offense Policy’](#) in the Western Academic Calendar). Plagiarism checking: The University of Western Ontario uses software for plagiarism checking. Students may be required to submit their written work in electronic form for plagiarism checking.” – Western University Senate statement on plagiarism — Western University Senate statement on plagiarism.

APPEALS PROCESS

Appeals Process Students may appeal an academic decision or ruling in accordance with the appeal procedures set out on the [SGPS website](#). Students have a right to appeal to their graduate programs, and if unsuccessful, to the Vice-Provost (Graduate and Postdoctoral Studies). Some decisions may be appealed further to the Senate Review Board Academic. The Vice-Provost’s rulings in academic matters are final unless overturned or modified on appeal to the Senate Review Board Academic (SRBA).

REQUIRED TRAINING

Human Resource Services provide a range of health and safety courses. Some courses are mandatory for all faculty, staff and volunteers. Students may require training due to a specific course, program or clinical placement requirement. Other courses may be required depending upon your role or your work/study area at Western. Please confirm with your supervisor what training is required for your role(s) and area.

For more information on training requirements, please see Western's [Safety Procedure & Guidelines](#).

Required Training for all Roles

Faculty, staff and volunteers are required to complete the following online training programs:

(Note: "staff" includes work study students, Graduate Teaching Assistants and any other person who has an employment relationship with Western.)

Western’s Employee Health and Safety Orientation – Work Safely at Western
Workplace Hazardous Materials Information System (WHMIS)
Safe Campus Community - Preventing Harassment, Violence, and Domestic Violence at Western
Accessibility at Western: Accessibility in Teaching (for Faculty, Graduate Teaching Assistants, Archivists, and Librarians)
Academic Integrity Training: see specific information below.
Building Inclusivity through Anti-Racism
Supporting Disclosures of Gender-Based SV at Western
Cyber Safety Awareness

Please complete these as soon as possible. They provide you with information you need to work successfully, safely, and in accordance with provincial legislation. Your successful completion will be recorded in your Human Resources training record. Note: Depending on your role, you may be required to complete other job-specific safety training. Please speak with your supervisor to find out what is required for your role.

How to access online programs:

The training programs and resources are available via OWL. You can find the links and instructions at the [Human Resources Portal](#).

If you have trouble accessing OWL courses or have forgotten your password, contact the ITS Helpdesk at ext. 83800.

Academic Integrity Training Module

Academic integrity is a fundamental principle of teaching, learning, scholarship and research. Western is an intellectual community where students and faculty members come together in an environment rich in intellectual resources to pursue a multiplicity of academic interests. We recognize, as a community of learners, that the avoidance of plagiarism and other scholastic offences is an intellectual and moral journey. This tutorial is designed for students to continue their paths to understand what academic integrity is, and to teach them the skills necessary to avoid committing an academic offence. This journey will involve choices that students will be making while enrolled at Western, and those choices will prepare students for life after graduation.

This 30-minute module is designed to provide you with the necessary knowledge and resources to abide by academic principles during your graduate career and to help combat scholastic offenses. When finished with the course, students are required to complete a 10-question test designed to evaluate their knowledge of academic integrity. Students have an unlimited amount of opportunities to pass the module, and failure to do so will prevent the student from progressing beyond the first term of their degree.

Eligible students can access the module in the [Graduate Student Web Services Portal](#). Instructions regarding access and how to complete the quiz will be emailed to students the first week of their first term.

MEMBERSHIPS

The SOCIETY OF GRADUATE STUDENTS (SOGS) Representative

Room 260, University Community Centre (UCC)
Phone: 661-2111, ext. 83394
E-mail: sogs@uwo.ca

All graduate students **MUST** elect a SOGS representative each year. The Department of Classical Studies is eligible for one voting representative. This should be decided upon at the first meeting in September and the elected representative is then responsible for making him/herself known to SOGS. **SOGS elections take place in October of each year.**

Representatives are expected to attend monthly meetings and to relay the information back to fellow students. All students, however, are encouraged to volunteer their time for various committees to which SOGS is eligible to send representatives (e.g., Senate, Board of Governors, etc.). For information about these, see the elections list in each monthly SOGS package. If you have any posters, etc. from SOGS that should be posted, give them to the Graduate Assistant and they will be placed on the Graduate Bulletin Board in the hallway outside LAH 3207.

Students are urged to make use of the services supported by SOGS. Their office is located in the UCC, Room 260, and is open from 9 a.m. to 5 p.m., Monday-Friday. Every graduate student is a member and is entitled to the benefits they provide, including a health plan. Each student will receive "The Graduate Student Handbook" prepared by SOGS. This handbook, which is full of useful information and describes the services provided by SOGS, is sent out to graduate students during the month of September. If you have any questions, you can contact [SOGS](#).

The selection of a SOGS representative takes place at the beginning of Orientation Day in September each year.

The Grad Club

The Grad Club in Middlesex College is run by SOGS and every grad student is a member. It is open from 8 a.m. to 1 a.m. Monday to Friday and 11 a.m. to 1 a.m. Saturday and Sunday. The Grad Club has a number of beers on tap, as well as other alcoholic and non-alcoholic beverages including gourmet coffees. A small cafeteria is attached with limited hours throughout the school year and there is a BBQ (for carnivores and herbivores) on the patio in the summer. The Grad Club offers televisions for live sporting events, trivia nights, and occasional live musical entertainment. For more information and menu specials, see the [Grad Club website](#).

GRADUATE TEACHING ASSISTANTS UNION

You must also elect a GTA Union Rep to represent Classical Studies. The selection of a GTA Union representative takes place at the beginning of Orientation Day in September.

CLASSICS CLUB

This is, in theory, an undergraduate club, but all graduate students and faculty are encouraged to join. It brings speakers into the department throughout the year, raises money for the department library, and hosts social functions. Any and all suggestions and offers of help are welcome.

FINANCIAL SUPPORT

At Western graduate funding is available from a number of sources, both internal and external. All students admitted to a graduate program in Classics are offered funding in the form of a Graduate Teaching Assistantship (GTA) or its equivalent (where applicable; see Graduate Chair for more information). A portion of the standard funding package also comes in the form of a Western Graduate Research Scholarship (WGRS).

Graduate Teaching Assistantship (GTA)

The GTA is awarded to all eligible graduate students. The duties will be to assist with the teaching of undergraduate courses. Employment of registered graduate students as graduate teaching assistants is governed by the provisions of the [collective agreement](#) between The University of Western Ontario and the Public Service Alliance of Canada.

GTA funding is paid monthly from September – April (on the second last business day of each month). **There is no GTA funding in the summer.**

Western Graduate Research Scholarship (WGRS)

The purpose of this scholarship is to aid in the support of all eligible GTA funded graduate students who are enrolled in Category I programs. The value of the WGRS varies by program and/or by student.

WGRS funding is applied to graduate tuition each term.

MAJOR EXTERNAL SCHOLARSHIPS

In addition, all graduate students are expected to apply for federal (SSHRC) and provincial (OGS) scholarships for each year of the program for which they are eligible to do so.

[SSHRC Competitions](#): Deadline for SSHRC Doctoral applications is September 27 (online); SSHRC CGSM deadline (online) is December 1.

[Ontario Graduate Scholarship \(OGS\) Competitions](#): Deadline (online application) January 30.

ADDITIONAL FUNDING OPPORTUNITIES

Students with research and travel projects may apply to the various grant programs administered by the Department, the Faculty of Arts and Humanities, and the University. See below for more information.

SOGS Bursary

The Society of Graduate Students and the Grad Club offer a variety of programs designed to help students financially. Membership fees and Grad Club profits fund these programs. All bursary and subsidy applications are available online and in the SOGS office (UCC 260).

The types of loans and programs are as follows:

- * Emergency Loans
- * Grad Club Bursary
- * Child Care Subsidy
- * Thesis Binding Subsidy
- * Travel Subsidy
- * Ontario Student Opportunity Trust Fund Bursary
- * Out of Province Student Bursary
- * Peggy Collins Memorial Award
- * 125th Anniversary Scholarship
- * StudentWise Health Care Bursary

All applications are adjudicated by the Finance Committee. SOGS considers the privacy and confidentiality of all applicants for needs based bursaries as its highest priority. Therefore applicants will remain anonymous to the selection committee. Please notify SOGS if you think there is a potential conflict of interest. For more information go to the [SOGS website](#)

Global Opportunities Awards

[Application form](#)

Value: Awards will be valued at \$1,000 for programs less than 3 weeks in duration; and up to \$2,000 for programs 3 weeks or more in duration.

Eligibility: Full time undergraduate and graduate students registered at the constituent University who have completed their first year of study and have been accepted into:

- Exchange programs
- Approved study abroad programs
- Curriculum based international field courses, international study, or international community service involving additional expense to the student
- Internships
- Other University led credit or non-credit international learning experiences
- Destinations within Canada are not eligible

Only students who will participate in any of the above listed programs and who are registered at the constituent University will be considered. Students must have completed their prescribed academic program the previous year and currently be registered in a full-time course load (minimum 3.5 full courses). Students may apply for the award in advance of being accepted into any of the above listed programs. However, if you are not accepted for enrollment in the international learning program detailed in your application, an awarded scholarship will not be issued. If you are unable to participate in the international learning program for which you have received an award, you must return any and all award funds paid to you. If a student wishes to defer his/her participation in the international learning program for which they have been awarded a scholarship, the student must apply for a formal deferral by contacting globalop@uwo.ca or 519-661-2111 ext.85489.

Criteria:

Awards will be based on a combination of academic achievement, proposed length of program, and a short (250 word maximum) student statement outlining what you expect to learn through their program of study and how you will be an effective Ambassador for Western.

INTERNALLY FUNDED FELLOWSHIPS AND AWARDS (Faculty of Arts and Humanities)

Graduate thesis research awards funds (Research Services. Value: Amount Varies)

Application deadline (to Graduate Assistant): November 1

Funds for this award are provided jointly by the Office of the Vice-President (Research & International Relations) and individual faculties. The purpose of this program is to help support costs of research undertaken by graduate students at The University of Western Ontario that are directly related to the successful completion of their thesis/dissertation.

Faculty of Arts and Humanities Alumni Graduate Awards (\$500)

Application deadline (to Graduate Assistant): January 8

Awarded to graduate students registered in the School of Graduate and Postdoctoral Studies (SGPS) and enrolled in any graduate program in the Faculty of Arts and Humanities. These Fellowships will be awarded to graduate students in order to cover expenses incurred as a result of a need to consult archival material off campus, or to otherwise travel in the context of their research. Candidates must have maintained a minimum A- average and exhibit research ability or potential. **Selection will be made by the Dean of Arts and Humanities in consultation with the graduate Chairs in all Arts and Humanities Departments.**

Mary ROUTLEDGE Fellowships (Amount Varies)

Application deadline (to Graduate Assistant): January 8

Awarded to full-time graduate students registered in the School of Graduate and Postdoctoral Studies (SGPS) and enrolled in a graduate program in the Faculty of Arts and Humanities who can demonstrate financial need and are maintaining a minimum 80% average. **Recipients will be selected by the Dean of Arts upon consultation with a committee.**

INTERNALLY FUNDED FELLOWSHIPS AND AWARDS (Department of Classical Studies)

Eve HARP and Judith WILEY Classical Studies Travel Award (\$500)

Deadline to Classical Studies Graduate Assistant: April 1

Awarded annually in the following order of priority to a graduate student, an undergraduate student or a faculty member to assist with travel costs for research at libraries or sites anywhere in the world, but especially Greece or Italy. Approval for the allocation of funds will be determined by the Department of Classical Studies.

Classical Studies Research and Travel Grants (Source: Classical Studies. Value: Amount varies)

Application deadline (to Graduate Assistant): November 15th and February 15th

Awarded to full-time Classical Studies graduate students registered in the School of Graduate and Postdoctoral Studies in the Faculty of Arts and Humanities. These funds will be awarded to graduate students in order to cover expenses incurred as a result of a need to consult archival material off campus, or to otherwise travel in the context of their research, or to attend a conference. Recipients will be selected by the Department of Classical Studies.

**THE UNIVERSITY OF WESTERN ONTARIO
DEPARTMENT OF CLASSICAL STUDIES
IMPORTANT DEADLINES**

Annual Deadlines and Exam Dates

September

- 1st week: Students work with mentors on their external scholarship applications (SSHRC)
- Modern Language Exams
- SSHRC Doctoral Applications due (Online Application)

October

- October 1: Western's Online OGS/QEII-GSST Application opens

November

- November 1: applications for Graduate Thesis Research Awards
- November 15: deadline for Classics Research/Travel funding applications

December

- December 1: SSHRC CGSM deadline
- Students should begin preparing Mary Routledge Fellowship Applications (deadline Jan. 8)

January

- January 8: deadline for Mary Routledge Fellowship Applications
- January 8: deadline for Faculty of Arts and Humanities Alumni Graduate Awards
- mid-January: CAC abstract deadline (varies each year)
- January 21: Modern Language Exams
- January 23: deadline to **commence** OGS applications. Application only remains open to students with applications in progress
- January 30: 5:00 pm (EST) – Final submission Deadline, Western's Online OGS/QEII-GSST Applications closed for the year
- January-February: MA Thesis students must deliver thesis public lecture

February

- February 15: deadline for Classics Research/Travel funding applications

March

- By March 15: First year MA students should make an appointment with their mentor to discuss the summer research paper. Deadline to submit summer research paper form to the Graduate office is April 1.

April

- April 1: Deadline for Eve Harp and Judith Wiley Classical Studies Fellowship applications
- April 1: Deadline to submit summer research paper form to the Graduate office
- April 21: Modern Language Exams
- April 30: Winter term grade submission deadline
- OGS/QEII-GSST results are released by SGPS to applicants

May

- MA-1 students to work on Summer Research Projects

June

- MA-1 students to work on Summer Research Projects

July

- July 15: deadline for course selection for subsequent academic year
- July 15: deadline for Classics Research/Travel funding applications
- MA-1 students to work on Summer Research Projects

August

- August 15: deadline for submission of Summer Research Paper to instructor/supervisor
- August 31: Summer term grade submission deadline
- Continuing students: meet with Grad Chair re: progress

Faculty

Faculty Members

BROWN, Christopher (Professor) (LAH 3223), pindar@uwo.ca
Archaic Greek poetry and drama, Greek religion, pre-Socratics and Latin Poetry

GERVAIS, Kyle (Associate Professor) (LAH 3226), kgervai2@uwo.ca
Latin epic and lyric, Violence in the ancient world, Classical reception, Digital humanities

GREENE, Elizabeth (Associate Professor) (LAH 3212) 519-661-2111, ext. 84571, egreene2@uwo.ca
Roman archaeology and social history, western Roman provinces, Romanization and imperialism, Roman military, women and gender in antiquity, Latin epigraphy

MacLACHLAN, Bonnie (Professor Emerita) bmacl@uwo.ca
Early Greek poetry, Greek Myth and Religion, Gender and Ritual, Ancient Music

MEYER, Alexander (Associate Professor) (LAH 3224) 519-661-2111, ext. 84522, ameyer26@uwo.ca
Roman imperial history, Latin epigraphy, travel and mobility in the ancient world, identity in antiquity, Roman provincial studies

NOUSEK, Debra (Associate Professor) (LAH 3206) 519-661-2111, ext. 87481 dnousek@uwo.ca
Roman Republican history, Greek and Latin historiography (esp. Caesar), Greek oratory, and numismatics

OLSON, Kelly (Professor and Graduate Chair) (LAH 3227) 519-661-2111, ext. 84525, kolson2@uwo.ca
Ancient history, more specifically Greek and Roman society and culture: social attitudes, social structure, women, the family, sexuality and slavery; Greek and Roman historiography; Latin literature (historical writing, satire); Greek and Roman art and architecture

POGORZELSKI, Randall (Associate Professor and Chair) (LAH 3205B) 519-661-2111, ext. 84526, rpogorze@uwo.ca
Roman literature, especially Augustan and early imperial poetry; literary theory; classical reception

PRATT, Catherine (Assistant Professor) (LAH 3211), cpratt25@uwo.ca
Greek archaeology with a focus on the Aegean Bronze and Iron Ages; Mediterranean cultural interaction; Near Eastern and Egyptian archaeology; Ancient Greek economics, especially production and trade in oil and wine; ceramic analysis.

STEINBOCK, Bernd (Associate Professor and Undergraduate Chair) (LAH 3210) 519-661-2111, ext. 80142, bsteinbo@uwo.ca
Social Memory, Archaic and Classical Greek History, Greek and Roman Historiography, Classical Rhetoric and Oratory, Roman Republican History, and Late Antiquity

STOCKING, Charles (Associate Professor) (LAH 3207), cstockin@uwo.ca
Archaic and Classical Greek Literature especially Greek Epic; Greek Religion; Ancient Athletics; Gender and the Body in Greece and Rome; Classical and Critical Theory

SUKSI, Aara (Associate Professor) (LAH 3225), asuksi@uwo.ca
Greek Literature and Culture, Greek Myth, Women in Ancient Greece

COMMONLY USED BUILDING ABBREVIATIONS

Mailing address for the Department:

The University of Western Ontario
 Department of Classical Studies
 1151 Richmond Street
 Lawson Hall, Room LAH 3205
 London, Ontario
 N6A 5B8

ABBREVIATIONS	FULL NAME	POSTAL CODE
3M Ctr	3M Centre	N6A 3K7
AH	Alumni Hall	N6A 5B9
HSA	Health Sciences Addition	N6A 5C1
HSB	Arthur & Sonia Labatt Health Sciences Bldg	N6A 5B9
IVEY	Richard Ivey School of Business	N6A 3K7
KB	Kresge Building	N6A 5C1
LB	Josephine Spencer Niblett Law Building	N6A 3K7
LwH	Lawson Hall (our building)	N6A 5B8
MB	Music Building	N6A 3K7
MC	Middlesex College	N6A 5B7
MSB	Medical Sciences Building	N6A 5C1
NCB	North Campus Building	N6A 5B7
NSC	Natural Sciences Centre	N6A 5B7
SB	Services Building	N6A 5B9
SEB	Spencer Engineering Building	N6A 2K7
SH	Somerville House	N6A 3K7
SSB	Support Services Building	N6G 1G9
SSC	Social Science Centre	N6A 5C2
STH	Stevenson Hall	N6A 5B8
TC	Talbot College	N6A 3K7
TH	Thames Hall	N6A 3K7
UC	University College	N6A 3K7
UCC	University Community Centre	N6A 3K7
VAC	John Labatt Visual Arts Centre	N6A 5B7
WL	The D.B. Weldon Library	N6A 3K7
WSC	The Laurene O. Paterson Bldg., Western Science Centre	N6A 5B7
WSSB	Western Student Support Building	N6A 3K7

These are just some of the abbreviations. To obtain the complete list, please log on to:
<http://www.uwo.ca/westerndir/help/buildings.html>



**SUMMER RESEARCH PAPER FORM
DEPARTMENT OF CLASSICAL STUDIES**

SUMMER TERM: MAY 1 – AUGUST 31 (GRADES DUE AUGUST 31)

Course: (Please check one of the boxes): Latin _____ Greek _____ Classics _____
(admin assistant to insert Course Number)

RESEARCH PAPER TITLE (LONG VERSION)

(REQUIRED)

TITLE FOR ACADEMIC RECORD (SHORT VERSION – MAX. 30 CHARACTERS)

Student Name and ID Number: _____

Supervisor: _____

SUPERVISOR'S DEADLINE: _____

(PLEASE DISCUSS WITH STUDENT YOUR DEADLINE FOR SUBMISSION OF RESEARCH PAPER)

Research Texts/Sources:

Schedule of work:

**PLEASE SUBMIT THIS FORM (SIGNED) AND A COPY OF THE ABSTRACT TO THE ADMIN ASSISTANT BY
APRIL 1st**

Signatures:

Student

Date

Supervisor

Date

Graduate Chair

Date

APPENDIX 2

THE UNIVERSITY OF WESTERN ONTARIO Department of Classical Studies

MA with Thesis

The Thesis Option

This is available to all incoming M.A. students. Students will be informed about all regulations that apply to this option. The advantages and disadvantages of both the thesis and the course-work options will be discussed with the students. Consideration of the overall goals of the students will be a factor in this discussion.

Course Requirements with the Thesis Option

Students writing a thesis will normally be required to take 3.0 Full-Course Equivalents in Year 1, including at least 1.0 Full Course Equivalent (FCE) at the graduate level. In Year 2, students will normally be required to take 1.0 FCE at the graduate level, in addition to their thesis (the equivalent of 2.0 FCE [graduate]).

Modern Language Requirement

A test in a modern language of the student's choice (normally French, German or Italian) will be administered to all students during the first year of the programme, with a pass/fail grade awarded. Students are expected to have passed this test by the end of August, before beginning the second year of the programme.

Requirements/Deadlines for a Student Intending to Write a Thesis

Year 1

- September: The student will select 3.0 FCE, including at least one course at the graduate level.
- By March 15:
 1. The student will find a Thesis Supervisor and a second faculty member, who together will constitute the Thesis Supervising Committee. This will be done in consultation with the Graduate Chair.
 2. The student will present to the Graduate chair a proposal for the thesis, two to three pages in length, indicating a methodology and attaching a preliminary bibliography.
- By the End of April: The student will be informed of the decision about the acceptability of the proposal (with or without changes) and about their choice of supervisor.
- Summer: The writing of the draft of a thesis chapter (see below) will constitute a course equal to 0.5 FCE.
- End of summer:
 1. The student will submit a first draft of a chapter of the thesis to the Thesis Supervisor. This should be done no later than two full weeks before the beginning of the fall academic term (August 15th). The paper should consist of approximately 25 pages. If the Graduate Affairs Committee approves the student's thesis chapter, the student will be permitted to continue to write the thesis (of approximately 100-125 pages), while being registered in 1.0 FCE (graduate).

The thesis will constitute 2.0 FCE (graduate).

If the first draft of a thesis chapter is deemed to be **not** viable, or if the student no longer wishes to proceed with a thesis, this draft may be submitted (with revisions) for evaluation as the 0.5 FCE (graduate) required for students taking the non-thesis option. Students will then continue on the non-thesis based program for attaining the MA.

 2. The modern language examination must have been written and passed.

For detailed information about the Thesis Process please visit the [SGPS website for thesis regulations](#).

Year 2

- September: The student will select course(s) as appropriate. Normally, this will consist of 1.0 FCE (graduate). The student will continue writing the thesis.
- February/March: The student will normally present a lecture or seminar on his/her research to date. This will give the student an opportunity to demonstrate the focus of the research. It will also provide the student with feedback that may be incorporated into the thesis.
- End of March: The completed thesis must be formally submitted according to the regulations of the School of Graduate and Postdoctoral Studies, (see <http://grad.uwo.ca/>). For the oral examination there will normally be two examiners from the Department of Classical Studies, and one other form outside the Department. None of the examiners will be a member of the Thesis Supervisory Committee. (This is a requirement of the School of Graduate and Postdoctoral Studies.)
- End of April: All requirements must be completed in order to graduate in the Spring Convocation. No funding will be available beyond this date.