



**PhD Program
Department of Classical Studies**

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THE UNIVERSITY OF WESTERN ONTARIO
DEPARTMENT OF CLASSICAL STUDIES
PhD Program

COURSE REQUIREMENTS

Students enter the program with training in Classics from their undergraduate and, in most cases, their Master's programs. This means that they have some experience with Greek and Latin language and literature, ancient history, archaeology and material culture. It is the goal of the course requirements of the doctoral program to deepen and broaden that training with a view to research and teaching. Accordingly, students are required to take a minimum of 5.0 FCE during their program of study, including the Department's Core Course (Classics 9000). Students may select courses on the basis of their research interests but must normally include a range of courses in Greek, Latin, Ancient History, and Archaeology and Material Culture. In year one of the Ph.D. program, students will normally take 3.0 FCE at the graduate level, followed by 0.5 FCE in the summer between years one and two (to prepare for their Comprehensive Exams in the fall of year two). In year two, students will normally enroll in 1.0 FCE in the first term and 0.5 FCE in the second term. This reduced course enrollment is structured to allow students to prepare for the Special Field Examination at the end of year two.

Classics 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 intended to provide a common focus for graduate students and to introduce them to the major scholarly approaches and questions of the discipline of Classics. It provides a broad perspective on the discipline as a whole through the examination of a full range of selected texts and evidence from archaeology and material culture. Students are exposed to the standard scholarly literature for and critical approaches to three major areas: History and Historiography; Archaeology and Material Culture; and Greek and Latin Literature.

Mentors

Each student is assigned a faculty advisor (a mentor) who will orient the student to the program and Department. Initially, the mentor is *not* your supervisor. You will need to go to your mentor:

- when you have an application for travel funding (they need to sign the form)
- when you are working on a scholarship application
- if you're planning on submitting an abstract to a conference
- if you're giving a talk inside or external to the department
- if you are behind in your progression requirements and have a plan of remediation (they need to sign the form)
- for general advice about departmental life and academia
- if you have an issue with a course, instructor, etc.

PROGRESSION REQUIREMENTS

At the end of each academic year, the Graduate Chair will meet with each student to discuss the student's progression.

Proseminars

Several times per semester there will normally 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; working with research tools (TLL/TLG); textual criticism; introduction to resources in ancillary disciplines; developing research skills; etc. Students are expected to attend all proseminars, but they 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 be public lectures given by internal and external colleagues. To accommodate the latter, the normal proseminar/lecture 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 Requirements:

Students must pass written foreign language examinations during the first two years of the program to demonstrate they have a reading knowledge of two modern languages other than English. One of these languages must be German, a language which has traditionally been central to the discipline; the other will normally be either French or Italian. The Modern Language exams are offered three times a year, in September, January and April. PhD students must attempt to take the first modern language exam no later than January of their first year, and each time subsequently until they have passed their first language exam, and must attempt to take their second modern language exam no later than January of their second year, and each time subsequently until they have passed. **Students must pass both language exams by April 30 of Year 2.** This language requirement is met by passing a translation test, to be written with the aid of a dictionary, set by the Department.

Supervisory Committees:

At the beginning of their program, each student will be assigned a faculty mentor who will orient the student to the program and department (see above). The mentor may or may not become part of their supervisory committee. Because students normally enter doctoral programs with some sense of both a subject for the dissertation and a possible supervisor of their project, they will be required at the beginning of their second year to settle on a topic and supervisor. A Supervisory Committee will then be set up normally consisting of three faculty members, who must hold Core Membership in the School of Graduate and Post-Doctoral Studies. Members of the Supervisory Committee will bring expertise relevant to the subject area of the dissertation.

Required Examinations: Diagnostic Sight Examinations, Comprehensive Examination, Special Field Examination

1. Ancient Language/Image Sight Examinations (Diagnostics):

Upon entering the PhD program, all students will normally write sight translation examinations in Greek and Latin texts appropriate to their intended areas of specialization. These exams are intended to ensure that students are adequately prepared to undertake advanced coursework in both ancient languages and to diagnose any weaknesses in their preparation. The examinations will take place in early September, and will consist of one two-hour exam for each language on successive days.

For Ancient History / Classics PhD students there will be one Greek and one Latin exam each consisting of two parts: 1) one prose passage and one verse passage to be translated without the use of dictionaries or other aids (90 minutes); and 2) one passage of prose or verse (as appropriate) to be translated with the use of a standard dictionary (e.g., OLD, LSJ)

For Archaeology PhD students, one exam will be an image-based test in the area of Greek and Roman archaeology, asking students to identify and contextualize major monuments and artistic images. The second exam will be a sight examination (same as above, for Ancient History / Classics students) in either Greek or Latin, depending on the student's intended area of specialization.

These diagnostic examinations are intended to ensure that students are given guidance for addressing any weaknesses, and are placed in the appropriate courses to best prepare them for later stages of the degree. The Graduate Chair and/or the examiners will identify areas of strength and weakness and make recommendations for course registration and preparation for the Comprehensive Exams. The exams will normally be set and marked by a committee of two members of the GAC (a third member of the GAC may be called upon to express an opinion if there is significant disagreement about a student's performance).

The GAC is committed to reporting results to students in a timely manner, normally within 10 business days of the completion of the exams. The examination will be graded on a pass/fail basis. In order to be considered a 'pass', the student's translation must show competence in understanding the vocabulary and syntax of the passage. The archaeology diagnostic exam will be considered a 'pass' if most monuments/objects are correctly identified and they have demonstrated their importance to Classical Archaeology." If a student fails either exam, they will establish a plan of remediation to address any areas of weakness in knowledge of Greek or Latin or archaeology. The plan of remediation must then be approved by the GAC and implemented by the student and their mentor. A written record of the plan will be kept in the student's file and their progress will be monitored by the Graduate Chair and the GAC.

2. Comprehensive Examinations (please see the website for reading lists and guidelines):

Students will write the Comprehensive Examinations in September of their second year in the program, on dates fixed by the Department. The exam covers the major areas of emphasis in Classics, including Language and Literature, Philosophy, History and Historiography, and Archaeology and Material Culture. The examination is based on reading lists in primary and secondary sources and established by the Department well in advance of the examination. The format of the exam is as follows:

Ancient History / Classics Students:

A. Language Exams: Two four-hour exams, one in Greek subjects and one in Latin, on separate days.

- 1) **Commentary:** Each exam will offer 8 passages (4 poetry, 4 prose), of which the student will select a total of 5, with no fewer than 2 in each poetry/prose category. Students will be expected to provide written commentary on each passage, including (for example): identification of the author and work, identification of any significant formal characteristics (e.g., metre, dialect, etc.), situating the passage in the context of the development of its genre and/or literary tradition, relevant information about the scholarly tradition and/or major interpretative questions regarding the passage or the larger work.
- 2) **Translation:** In addition, students will translate 3 of the passages, at least one in each of the prose/poetry categories. Students may pick any 3 passages from the total of 8 (i.e., the two categories of commentary and translation are not mutually exclusive).

B. Archaeology Exam: one four-hour exam on Greek and Roman archaeology. Questions are in short answer/essay format and some questions require image identification. Students will answer five questions in total and will choose from three sets of questions on: 1) The discipline of Classical Archaeology (choose 1 of 2 questions); 2) Greek Archaeology (choose 2 of 3 questions); 3) Roman Archaeology (choose 2 of 3 questions). The exam is based on the archaeology reading list for the Classics/History PhD stream.

Archaeology Students:

A. Archaeology Exams: two four-hour exams in archaeology, one in Greek topics and one in Roman topics, on separate days.

B. Literature and Language Exam: One four-hour exam on topics in Latin or Greek language and literature in whichever language is most suitable for the student's intended area of research (the 'principal' language). The language exam will be similar to that established for Classics PhD students, but based on a revised reading list that includes epigraphic sources and is focused on historical prose authors and poetic works with the most relevance to historical subjects. The exam will comprise two sections:

- 1) **Commentary:** The exam will offer 8 passages (2 poetry, 6 prose), of which the student will select a total of 5, with at least one in each poetry/prose category. Students will be expected to provide written commentary on each passage, including (for example): identification of the author and work, situating the passage in its historical and literary context, relevant information about the scholarly tradition and/or major interpretative questions regarding the passage or the larger work.
- 2) **Translation:** In addition, the students will translate 3 of the passages. The students may pick any 3 passages from the total of 8 (i.e., the two categories of commentary/translation are not mutually exclusive).

The comprehensive exams are designed to ensure that the student has attained the necessary breadth of knowledge in Classics prior to undertaking specialized research. The exams will normally be set and marked by a committee of two members of the GAC, but a third member of the GAC may be called upon to express an opinion if there is significant disagreement about a student's performance. Expectations normally include some or all of the following: a good knowledge of the primary texts, relevant scholarship and current critical issues, evidence of wide and critical reading, evidence of independent thinking (often manifesting itself in the ability to assess the scholarship in the field and ask significant questions about the material), and clear writing. The GAC is committed to communicating results to students in a timely manner, normally within 10 business days of the completion of the exams.

Finalization of the Reading List: Although the PhD Reading Lists are designed to represent a broad spectrum of the most central topics in Classics, students may submit to the GAC, in writing, a proposal for substitutions by April 30 of Year 1 (in order to receive GAC approval well in advance of the exams). The GAC will then take any such requests under consideration and decide on a case by case basis. In certain cases, students are permitted a choice of topics on the reading lists; students must indicate to the GAC, in writing, their choices in these instances by September 15th of the year in which they are to sit the Comprehensive Examinations.

3. Special Field Examination and Thesis Prospectus:

Assuming normal progression in the first two years of the PhD program, students will write a Special Field Examination in their area of intended thesis research in April of the second year. The Special Field Exam is intended both to prepare students to conduct advanced and original independent research and to develop an area of teaching expertise. During the Fall term of the second year, students will establish their area of interest for the thesis and select a thesis supervisor and a

committee. At this time, the subject of the Special Field Examination will be determined. The supervisor will decide on the structure and scope of the Special Field Examination. A preliminary list of primary and secondary readings should be submitted to the GAC for suggestions and approval by February 1st of Year 2, assuming normal progression.

The format of the Special Field Examination is determined by the supervisor and the student's area of research, but will normally consist of passages of primary or secondary source material for analysis, translation and commentary, as follows:

Ancient History / Classics students: passages of primary or secondary source material from the previously approved Special Field Reading List for analysis, translation and commentary. Students will be expected to demonstrate their ability to discuss and comment on the significant literary, historical and/or cultural context of the source material and its importance for their proposed research.

Archaeology students: essay questions based on the previously approved Special Field reading list, including secondary readings and any primary sources that will have a strong presence in the student's proposed research (e.g. epigraphic or historical sources). Students will be expected to demonstrate their ability to discuss the archaeological material, the historical context and the methodological and theoretical approaches necessary to undertake the proposed research.

All students will have four hours to complete the exam. The exam will normally be set and marked by a committee consisting of the student's supervisor and one other GAC member, but a third member of the GAC may be called upon to express an opinion if there is significant disagreement about a student's performance. The GAC is committed to reporting results to students in a timely manner, normally within 10 business days of the completion of the exams.

Because preparation for the Special Field Examination necessarily includes thorough investigation in the student's area of research, it is recommended that the student undertake work for both the thesis prospectus and the Special Field Exam at the same time. If the student passes the Special Field exam, they will be required to submit to the Graduate Committee a detailed prospectus by May 15 of the second year. A date will then be set for the candidate to defend their thesis prospectus orally. This prospectus will normally consist of (1) a tentative title; (2) the name(s) of the supervisor/committee; (3) a statement (ca. 15-20 pages) of the focus of the thesis and proposed methodology. Two bibliographies must also be provided: one with a list of references used in the prospectus, and a second, fuller one with additional materials pertinent to the thesis. The thesis prospectus must be submitted to the Graduate Chair and the members of the supervisory committee at least three weeks prior to the prospectus defence.

PhD thesis prospectus defence guidelines:

The prospectus defence provides an opportunity for a draft of a thesis prospectus to be reviewed by several faculty members who are knowledgeable about the proposed area and topic of the student's thesis, before the final version is approved and the student begins to write the dissertation. The aim is to examine the prospectus, to identify omissions and weaknesses, and to suggest ways in which content, method, and organization can be improved. The prospectus defence is closely modelled on the dissertation defence procedure. The desired outcome is a prospectus that presents a clear, coherent, promising plan of research that can successfully guide a student through the process of writing a thesis.

The suggested procedure of the defence will be as follows:

1. A solid draft of the prospectus must be submitted to the examiners at least two weeks prior to the prospectus defence date.
2. The intended supervisor will both chair and participate in the defence.
3. Once the examiners and the student have assembled for the defence, the student will ordinarily be asked to leave the room so that the examining committee may determine the order of questioning, the number of rounds, and the length of each round (recommended: two rounds, first round 15-20 minutes per examiner; second round 5 minutes per examiner). The student will be invited back into the room. This step may be skipped if the examining committee has agreed upon the format in advance of the meeting.
4. The committee will ask the student to give a brief (5-10 minute) overview of their prospectus.
5. Rounds one and two of questioning will occur in the pre-determined order and for the pre-determined length of time per examiner.
6. The student will be asked to leave the room so that the examiners may discuss the prospectus and the defence. The committee will make one of three decisions: the prospectus may pass, it might need minor revisions (which may or may not need to be seen again by the committee), or it may fail. The examining committee determines the revisions that need to be made before the prospectus may be considered approved.

7. The student will then be invited back into the room, and the committee will explain the expected revisions and the expected timeline for completing them.

8. If the required revisions are minor, the revised version of the prospectus will need to be approved only by the student's supervisor. The revised version must be submitted to the supervisor for approval within two weeks of the defence, unless other arrangements have been made. If the required revisions are substantial, the revised version of the prospectus will be re-examined by the committee at a time arranged by the supervisor in consultation with the student and the other members of the committee (ordinarily within six weeks of the first defence). When the supervisor, in the case of the prospectus requiring only minor revisions, is satisfied with the revisions, or the committee, in the case of the prospectus requiring substantial revisions, is satisfied with the revisions, the supervisor will report the successful prospectus approval to the Graduate Chair and to the GAC at its next meeting.

A student who fails any part of the Comprehensive Examination, the Special Field Examination or the Thesis Prospectus defense will be allowed one further attempt to pass it. A student who fails any part of these examinations twice, or who fails more than one examination, may be required to withdraw from the program.

4. Research and Writing of the Thesis:

After successful completion of the Special Field Examination and defense of the thesis prospectus, the student will embark on a program of original research in the thesis subject area, leading to the completion of a written thesis of publishable quality, normally 200-300 pages in length. When the thesis is thought to meet recognized scholarly standards for the discipline and degree, the Graduate Chair will arrange a Thesis Examination Board (the thesis Supervisor(s), Supervisory committee or the candidate alone may also initiate this process). The thesis and the thesis oral examination will follow the rules and regulations set forth by SGPS. At the time of the thesis defence, the candidate will present a public lecture on some aspect of their research. It is expected that this process will normally take two years, but submission of the thesis should occur no later than 5 years after admission to the PhD program.

Schedule for Completion of Degree Requirements:

It is the goal of the program to see the degree requirements completed in four years. The normal schedule is as follows:

Year 1: Language sight examination, coursework (including the Core Course), meeting the modern foreign language requirement

Year 2: Coursework, comprehensive exams, selection and approval of thesis topic, and of supervisor and supervisory committee, special field exam and thesis prospectus

Year 3: Research and writing of thesis

Year 4: Research and writing of thesis, submission and defence of thesis

Progression Review:

At the end of each academic year (over the summer), the Graduate Chair will meet with each student, to discuss the student's progression. 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.

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, which will be subtracted from the owing balance. Tuition may be paid via online banking, 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", failure.

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 SGPS, to withdraw from the program.

DEPARTMENT OF CLASSICAL STUDIES REGULATIONS

COURSE SELECTIONS

The deadline for course selection is July 15th. PhD students are required to take 5.0 credits during their program of study, including the Core Course (CS 9000). (Please refer to the *Progression Requirements and Regulations*)

GTA ASSIGNMENTS

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

STUDENT I.D.

Student I.D. (also known as your Western OneCard) consists of a photo and validation card that is a student's lifeline at this university. The card serves 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. To get an I.D. card, follow the instructions here: https://registrar.uwo.ca/services/western_onecard_and_photo_standards.html

PARKING

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. The parking office is located at Support Services Building (SSB), Room 4150.

BUS PASSES

All full-time graduate students are eligible to receive a city-wide 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. The SOGS office is located at University Community Centre, room 260.

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 generally accessed by a keypad. 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

For those with a credit balance, graduate student payments are issued every Tuesday evening from the Student Center (beginning from the second Tuesday in each term). When a graduate student is in a credit balance, a payment can be issued directly to the student's bank account. Payment for Graduate Teaching Assistantships are also done through direct deposit. 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 students 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, on the second last business day of the month.

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). If you have a key (see above), the library is available 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. An individual pass code is required for access. 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. You can also scan from the photocopier, either to a USB or to email. There is no charge for photocopies related to research, course work, or TA duties. Personal photocopying is not permitted.

LOEB REFERENCE BOOKS

Loeb texts are located in LAH 3205 and are available on loan to all graduate students. The Loeb texts must be signed out; you will see a sign-out sheet on the shelf. Please see the Undergraduate Assistant for help. Loeb's should only 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 undergraduate 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. For anything that the library doesn't have, Interlibrary Loan is available: you can request books or scans from many academic libraries in North America.

The full set of the Loeb Classical Library in LAH 3205 is available for students to sign out. The Loeb collection is also available online through Western Libraries. 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.
- * attend all proseminars. If you can't, please email the Graduate 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 or visit the ['Financial Information'](#) page on our website.
- * 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.

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 Sexual Violence
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, but 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 will be decided at the Classics Graduate Orientation meeting in September, and the elected representative is then responsible for making him/herself known to SOGS.

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 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 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

Students also elect a GTA Union Rep to represent Classical Studies. The selection of a GTA Union representative takes place during the Classics Graduate Orientation Day in September.

CLASSICS SOCIETY

This is, in theory, an undergraduate club, but all graduate students and faculty are welcome to participate. It brings hosts a yearly undergraduate colloquium, raises money for the department library, and hosts social functions.

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; ask the 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 guaranteed GTA funding over 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 automatically 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](#) and [Ontario Graduate Scholarship \(OGS\) Competitions](#): The deadline for SSHRC Doctoral applications is October 1; the SSHRC CGSM (Master's) deadline is December 1.

Applying for SSHRC means you are automatically considered for OGS as well.

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
- NOTE: 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 their 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) 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 Award (Research Services. Value: Amount Varies)

Application deadline: usually January 31

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. Application information will be sent by the Dean's Office.

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

Application deadline: usually January 31

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. Application information will be sent by the Dean's Office.

Mary Routledge Fellowships (Amount Varies)

Application deadline: usually January 31

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. Application information will be sent by the Dean's Office.

INTERNALLY FUNDED FELLOWSHIPS AND AWARDS (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 (Amount varies)

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

DEPARTMENT OF CLASSICAL STUDIES IMPORTANT DEADLINES

Annual Deadlines and Exam Dates

September

- Students work with mentors on their external scholarship applications (SSHRC/OGS)
- 1st week: Diagnostic Exams
- mid-September: Modern Language Exams

October

- October 1: SSHRC Doctoral/OGS applications due

November

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

December

January

- mid-January: CAC abstract deadline (varies each year)
- mid-January: Modern Language Exams
- January 31: deadline for Mary Routledge Fellowship Applications and Faculty of Arts and Humanities Alumni Graduate Awards

February

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

March

April

- PhD-2 students to write Special Field Exam
- April 1: deadline for Eve Harp and Judith Wiley Classical Studies Fellowship applications
- mid-April: Modern Language Exams
- April 30: deadline for PhD-1 students to submit Reading List substitution proposals to GAC
- April 30: Winter term grade submission deadline
- April 30: deadline for PhD-2 students to have passed both Modern Language Exams (German plus French or Italian)
- PhD-1 students prepare for Comprehensives

May

- PhD-2 students hand in Thesis Prospectus (dependent on the date the Special Field Exam is written—students submit Thesis Prospectus 6 weeks post-exam and defend Thesis Prospectus 3 weeks post-submission)

June

July

- July 15: deadline for course selection for subsequent academic year
- July 15: deadline for Classics Research/Travel funding applications

August

- continuing students meet with Graduate Chair to discuss progression

Faculty

Faculty Members

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

CANLAS, Gino (Assistant Professor) (LAH 3211)
Archaeology and history of Greek religion, ancient Thessaly, sanctuaries, mapping, social memory, Greek epigraphy

GERVAIS, Kyle (Professor and Graduate Chair) (LAH 3226), kgervai2@uwo.ca
Latin epic and lyric, violence in the ancient world, classical reception, digital humanities

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

MEYER, Alexander (Associate Professor) (LAH 3224), 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 3208), dnousek@uwo.ca
Roman Republican history, Greek and Latin historiography (esp. Caesar), Greek oratory, and numismatics

OLSON, Kelly (Professor) (LAH 3227), kolson2@uwo.ca
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), rpogorze@uwo.ca
Roman literature, especially Augustan and early imperial poetry; literary theory; classical reception

SIR, Il-Kweon (Assistant Professor) (LAH 3206) isir@uwo.ca
Early Greek poetry, Greek and Latin lyric, Greek drama, papyri, Archaic Greek history, literary theory, cognitive Classics, ancient well-being.

STEINBOCK, Bernd (Associate Professor and Undergraduate Chair) (LAH 3210), bsteinbo@uwo.ca
Social memory, Archaic and Classical Greek history, Greek and Roman historiography, Classical rhetoric and oratory, Roman Republican history, and late antiquity

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/western/dir/help/buildings.html>

