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1. Introduction

This booklet provides basic information on the Classics department for postgraduate students. You will have an opportunity to raise any questions you may have or seek clarifications at the Departmental briefing for postgraduate students at the beginning of the academic year or by contacting the Director(s) of Graduate Studies (DoGS) in 2009-10, Richard Alston and Edith Hall. You may also raise questions with your supervisor, or, ultimately, the Head of Department.

The requirements for research degrees (MPhil and PhD) are set out in the relevant regulations of the University of London available at http://www.london.ac.uk/research_degrees.html

Postgraduate study in College is under the general direction of the Dean of the Graduate School. For more information on the Graduate school and its facilities please see http://www.rhul.ac.uk/graduate-school/.

2. Departmental Staff

2.1 Academic staff, rooms, e-mail addresses and research interests

The Department is located in the southern part of the ground floor corridor of the west wing of the Founder's Building, next to the Main Lecture Theatre. Access is from the west side of Founder's Building, or from the South Quadrangle.

ANCIENT HISTORY

Professor Richard Alston BA (Leeds), PhD (Lond.) Professor of Roman History, Joint Director of Graduate Studies, FW33 r.alston@rhul.ac.uk Roman imperial history, early Byzantine history; urbanism; Roman economy, political theory and the Reception of Roman history.

Professor N. Boris Rankov MA, DPhil (Oxon.) Professor of Ancient History, Academic Co-ordinator (Autumn Term), Deputy HoD (Autumn Term), Chair of Teaching Committee and FW28 b.rankov@rhul.ac.uk Roman History, especially Roman Britain; Roman army; epigraphy and archaeology of the Roman empire; ancient shipping and shipsheds. (On leave Spring Term)

Professor Lene Rubinstein MA (Copenhagen), PhD (Cantab.) Professor of Ancient History, Academic Co-ordinator from Jan 2009, FW11 lrubinstein@rhul.ac.uk Greek history, especially history of Greek law; epigraphy; papyrology.

Dr. Christos Kremmydas BA (Athens), MA, PhD (Lond.) Lecturer in Greek History, Admissions Tutor (from Jan 2009), Webmaster, FW9 christos.kremmydas@rhul.ac.uk Athenian political and social history; Greek rhetoric and oratory; papyrology. (On leave Autumn Term 2008)

Dr. Barbara Kowalzig MA (Freiburg), MSt (Oxon.), DPhil (Oxon.) Leverhulme Research Fellow, Lecturer in Ancient History, FW15 barbara.kowalzig@rhul.ac.uk Greek history and archaeology: Greek religion, music and ritual.
CLASSICAL ARCHAEOLOGY

Prof. Amanda J. Claridge BA (Lond.), FSA Professor of Roman Archaeology, Study Abroad Co-ordinator, Library Liaison Officer, Chair of E-degree Examiners, FW14 a.claridge@rhul.ac.uk Roman archaeology, especially ancient marble trade; Roman sculpture; city of Rome.

Dr. Jari Pakkanen MA, DrPhil (Helsinki) Senior Lecturer in Classical Archaeology FW10 j.pakkanen@rhul.ac.uk Greek archaeology, especially Greek architecture; archaeological reconstruction; quantitative methods in archaeology. (On secondment until April 2010)

Dr. Janett Morgan BSc, BA, MA, PhD (Wales) Lecturer in Greek Archaeology 2007-2010, FW10 janett.morgan@rhul.ac.uk Greek archaeology, ancient urbanism, domesticity and religion.

GREEK AND LATIN LANGUAGES, LITERATURE, AND PHILOSOPHY

Professor Jonathan G. F. Powell MA, DPhil (Oxon.) Professor of Latin, FW30 j.powell@rhul.ac.uk Latin language; Latin literature, esp. Cicero, satire; ancient rhetoric, oratory and advocacy. (on leave 2008–09)

Professor Ahuvia Kahane BA (Tel-Aviv), DPhil (Oxon.) Professor of Greek, Director of the Humanities and Arts Research Centre, FW17 ahuvia.kahane@rhul.ac.uk Greek and Latin literature, Homer, epic tradition, the ancient novel, and the classical tradition.

Professor Edith M. Hall MA, DPhil (Oxon.) Research Professor in Classical Theatre (joint appointment with the Department of Drama & Theatre Studies), Director of the Centre for the Reception of Greece and Rome, Joint Director of Graduate Studies, FW31 edith.hall@rhul.ac.uk Greek literature, cultural history, theatre, reception.

Dr. Nick J. Lowe MA, PhD (Cantab.) Reader in Classical Literature, FW29 n.lowe@rhul.ac.uk Greek and Latin literature, especially comedy; Greek religion.

Dr. Richard G. Hawley, MA, DPhil (Oxon.) Senior Lecturer, Chair of the Classics Sub-Board of Examiners (from Jan 2009), Deputy HoD (from Jan 2009), FW26 richard.hawley@rhul.ac.uk Greek literature, especially Greek drama; Greek social history; later Greek literature. (On leave Autumn Term 2008)

Dr. Anne D. R. Sheppard MA, DPhil (Oxon.) Reader in Ancient Philosophy, Head of Department, Chair of Sub-Board (Autumn Term), Chair of Research Committee, Schools Liaison (Autumn Term), FW20 a.sheppard@rhul.ac.uk Greek philosophy, especially Neoplatonism; ancient literary criticism.

Dr. Efi Spentzou BA (Thessaloniki), MSt, DPhil (Oxon.) Senior Lecturer, Schools Liaison from Jan 2009, FW27 e.spentzou@rhul.ac.uk Latin literature, especially epic and elegy; literary theory and criticism; gender; classical reception; myth. (On leave Autumn Term)

Dr. Matthew O. McCullagh MA, MPhil, PhD (Cantab) Teaching Fellow 2007 - 2010 Matthew.McCullagh@rhul.ac.uk Greek and Latin languages; comparative philology, FW34 Matthew.McCullagh@rhul.ac.uk

Joanne Strong, BA, MPhil Birmingham, Teaching Fellow in Latin (until March 2010) FW34 joanne.stone@rhul.ac.uk 2.2 Administrative Staff
The departmental administrative staff will often be your first point of contact, and they are available during the advertised office hours to answer any queries. The Senior Faculty Administrator is also Health and Safety Co-ordinator and Fire Officer for the department.

3. Facilities

3.1 Books

The College Library has a good collection of Classics books and periodicals. In addition, graduate students have access to and will be expected to use the central London libraries such as the London University Library in Senate House, the library of the Warburg Institute, the British Library (on application) and British Museum in central London, and, in particular, the library of the Institute of Classical Studies, which is the main research library for Classical studies in London. All postgraduate students are eligible to join the library at the Institute of Classical Studies but if you wish to borrow books you will need to join the Society for the Promotion of Hellenic Studies or the Society for the Promotion of Roman Studies. You will be able to join at the Postgraduate Induction Session held in London at the start of the academic year.

These central London sites are marked on the map appended to this booklet.

3.2 Space

The Department has a computer room for postgraduate research students, research assistants and non-established teachers (FW13). Access is by means of a keypad; you will be given the entry code when you arrive. Use of the room outside working hours is subject to the approval of the Senior Faculty Administrator. The Arts Building, contains separate computer rooms for MA and PhD students. The College has a postgraduate common room open to all postgraduates.

3.3 Computing

Computing and word processing facilities (mainly PC) are available on campus in the Computing Centre, the Bedford library and the Arts Building. In addition, the department has some computer facilities for graduate students in the postgraduate room. The Thesaurus Linguae Graecae and the PHI Latin texts databases are available on CD-ROM in the departmental office.

3.4 Photocopying

There is a photocopier for public use in the College Library. In addition, postgraduate students may use the Departmental photocopier with permission from the Senior Faculty Administrator. The Department will allow postgraduate research students up to 300 sheets per annum of free photocopying on the Departmental photocopier.

4. Communications

Research students’ (MPhil and PhD) post is delivered to the Postgraduate/NET room, FW13.
All students are required to register for a College e-mail address. If you do not intend to use your college address frequently, you must inform the Senior Faculty Administrator of your current e-mail address and put an automatic re-route on your College address. It is essential that you check e-mail frequently. Staff will normally use your college e-mail as the primary means of contact for notices, appointments, etc.

The Senior Faculty Administrator, Mrs Margaret Scrivner, is available to answer enquiries from Monday to Friday each week. She can take telephone messages, which can also be left on the answering machine when she is not there. The number (direct line) is (01784 443417). The Departmental office, FW16 is open daily at times to be posted on the door.

We often need to contact students quickly. You should ensure that the Senior Faculty Administrator has an up-to-date record of your current term-time and home addresses, with e-mail address (College and private) and telephone number (landline and mobile). Please advise of any change immediately.

There is a Student-Staff committee on which both taught and research postgraduates are represented. The committee meets three times each year and acts as a forum for airing student views. You can use the committee to raise issues of concern. Notices will appear on Departmental notice boards giving details of elections and the names of representatives.

The Department's Graduate Studies Committee advises the Directors of Graduate Studies on the award of studentships, on bids for financial assistance with research expenses, and on other matters relevant to graduate studies in the department.

5. Funding

5.1 A number of charities and trusts help to fund postgraduate study. Information on funding is available from http://www.rhul.ac.uk/Graduate-School/funding.html.

The following publications may also be of use:

- The Grants Register (MacMillan)
- Directory of Grant-Making Trusts (Charities Aid Foundation)

5.2 The Department offers a limited amount of financial support for postgraduate research through the Graduate Studies Committee. Research students can normally claim up to £200 for research expenses in any one academic year (the year runs from 1st August for this purpose): larger grants can be made in special cases. 'Research expenses' can cover e.g. attendance at conferences, travel to museums and libraries for research purposes, field trips, or purchase of research materials not otherwise available. For MA students, assistance is provided with intercollegiate travel incurred in attending taught courses, up to a normal limit of £200 per student: receipts must be kept and forwarded to the Departmental office. Other applications from MA students will be considered on an ad hoc basis. All applications for financial assistance from Departmental funds should be made in writing to the Directors of Graduate Studies.
6. **Postgraduate activities**

6.1 **Research seminars**

The University of London offers an unparalleled series of specialist research seminars at the various Schools of Advanced Study. The Institute of Classical Studies runs seminars in Ancient History, Classical Archaeology, Greek and Latin literature, and Ancient philosophy at which leading international scholars present their research. Post-graduate students, especially research students, are strongly encouraged to attend appropriate series. Additionally, the institute will run a number of special events, day conferences and the like, on specific aspects of Classical studies. The seminar timetable is available at http://icl.sas.ac.uk/.

The Department holds informal research seminars. Such seminars are an important part of the research culture of the Department. The seminar normally meets on Tuesdays, around eight times a year. Additionally, Professors Alston and Hall will be running a graduate seminar on Wednesday lunchtimes which will provide an opportunity to discuss ideas and explore methodologies in an informal atmosphere.

The Humanities and Arts Research Centre (HARC) (directed by Professor Ahuvia Kahane), runs several series of interdisciplinary seminars and lectures from leading international scholars. Students with appropriate interests are strongly encouraged to attend. Additionally, HARC organises a post-graduate reading group in critical theory which will introduce post-graduates to major modern thinkers and trends in contemporary intellectual culture. These are designed for post-graduates in Arts and Social Science and will meet fortnightly throughout the year. Please check the HARC website www.rhul.ac.uk/research/HARC for further information.

The Centre for the Reception of Greece and Rome (CRGR) also organises a number of seminars, conferences and events around the theme of the Reception of Classical culture in the modern world. This is a major area of research in the Department and the College. In 2008-09 the theme is Classics and France, and there is a full programme of events. See //CRGR.org

Research students will have an opportunity to present their research to their peers via the Postgraduate work-in-progress seminars (normally on a Friday). These seminars not only provide an opportunity to get feedback on your research in an unthreatening environment, but also to meet other research students and to explore shared interests.

6.2 **Conferences**

The Department encourages its postgraduates to attend graduate conferences and, when appropriate, present their research. These include the Postgraduate Students of Ancient History and Ancient conferences (AMPAH and AMPAL), the Open University Classics Postgraduates’ Day. Students are also encouraged to attend and give papers at the Classical Association annual conference, as appropriate. Specialist conferences may provide students more advanced in their research with opportunities to present and publish their research and to meet leading scholars within the field. Students and their supervisors should identify
appropriate conferences, where possible, and can apply to the Graduate Studies Committee for financial support.

6.4 Classical Society

The Classical Society is a social body run by students. It organizes lectures and other activities such as visits abroad, theatre trips, and theatrical productions. Postgraduate students are welcome to join, and in the past have made an invaluable contribution. Further details may be found on the Classical Society notice board.

6.5 Student Feedback

The Department collects student views through formal and informal processes. At various points during the year, you may be asked for your views on your experience of study. These are valued highly by the Department and college, and are a means to improve our support for postgraduates. Many impressions may be too complicated to be compressed into the paper processes, and you should feel free to talk through worries, issues, and to make comments in confidence to the Directors of Graduate Studies. Often worry can be easily resolved in conversation and we cannot resolve difficulties unless we are told about them. There will be regular opportunities to meet or contact the DoGS throughout the year.

7. The MPhil and PhD

7.1 General

7.1.1 The code of practice for research is set out at http://www.rhul.ac.uk/Registry/academic_regulations/PGR_Code_of_Practice.html.

7.1.2 The MPhil consists of a dissertation of 40,000 words (maximum); the normal duration is 2 years full-time (or 4 years part-time). A dissertation for the MPhil degree must be either a record of original work or an ordered and critical exposition of existing knowledge in the chosen field. The PhD consists of a dissertation of 100,000 words (maximum); the normal duration is 3 years full-time (or 6 years part-time). College regulations allow for a fourth year designated as a 'writing-up' period. A thesis for the PhD must form a distinct contribution to the knowledge of the subject and afford evidence of originality shown by the discovery of new facts and/or by the exercise of independent critical power.

PLEASE NOTE: MAXIMUM PERIOD OF REGISTRATION

Students first registered on postgraduate research programmes in or after 2006/07 may have their registration on the programme terminated if they do not submit their thesis for examination before the end of the continuation year (i.e. for the MPhil, within three calendar years of full-time study, or five years of part-time study; for the PhD, within four calendar years of full-time study, or seven years of part-time study; see the College PGR Code of Practice, paragraphs 44-48). Full allowance will be made for any formal interruptions of studies when calculating the total period of registration (see the College Postgraduate Regulations, paragraph 26). Formal extensions will only be granted: (a) in order to comply with the
expectations of a Research Council or other approved funding body from which the student is in receipt of funding; or (b) where there are documented mitigating circumstances which have affected the student’s progress but which did not warrant a formal interruption of studies.

This rule does not apply to students registered before September 2006.

7.1.3 All research students are enrolled in the first instance for the MPhil. A formal decision to transfer to PhD status is made subsequently, subject to satisfactory progress. A student who initially intends to research for the MPhil is likewise at liberty, again subject to satisfactory progress, to transfer to PhD status.

The transfer of status is known as the 'upgrade'. For the upgrade, students are required to submit evidence of progress, which will consist of (a) one or two draft chapters of the thesis, (b) a provisional thesis plan or synopsis, (c) a plan of research still to be carried out and a timetable for completion, and (d) a record of research training undertaken. There is then a formal meeting between the student, the supervisor (or joint supervisors), the adviser, and at least one other academic member of staff, to assess the evidence of progress submitted. A copy of the submission (including draft chapters) is sent to the Director of Graduate Studies, who may attend the meeting at his/her discretion or at the request of those involved. A formal record of the upgrade meeting is submitted to the College Registry and a copy retained in the student’s file.

The aim of the meeting is to assess (a) the student’s general knowledge of the field within which the thesis falls; (b) the student’s capacity for individual research; and (c) the student’s ability to produce a thesis of an acceptable standard within the time stated. The work submitted should display: (a) clear presentation in good English, with footnotes, citations and bibliography following standard academic conventions; (b) engagement with relevant secondary literature; and (c) original ideas or the potential to develop original ideas.

For students aiming at a Ph.D., the upgrade should normally take place during the fourth term of full-time research (and part-time equivalent). The timing of the upgrade will be discussed in the report first annual review. A firm date for the upgrade should be by November/December of the second full-time year; see below 7.3 for the Annual Review procedure. If progress is not sufficient to justify an upgrade by then, the Director of Graduate Studies will advise on a plan of action.

7.2 Supervision

The Department will allocate a supervisor to you according to your research interests. In certain circumstances supervision may be shared between members of staff or between departments. Your supervisor will meet with you regularly throughout your time as a research student. Your supervisor will see you at regular intervals to check on your progress, suggest lines of development and (in due course) receive and comment on drafts of your work. You should expect to see your supervisor at least once per month during the first year of you and, on average once every six weeks later on in your research less frequent meetings may be needed.
You will also be assigned to an Adviser, normally another member of the Classics Department, whose role will be to ensure that the supervision process proceeds effectively. Your Adviser will be able to assist you in the event of problems with your supervisor, or more general issues. Where two members of staff act as joint supervisors, a third member of staff is chosen as Adviser.

**Sabbatical leave:** The convention is that supervisors will normally continue to supervise their research students during sabbatical or research leave. In case of doubt, you must contact our supervisor and the DoGS.

### 7.3 Monitoring of student progress

Progress is formally monitored by the Department by means of the Annual Review.

For the Annual Review meeting you are required to submit evidence of progress (e.g. an outline of work in progress or planned; for those in the later stages, draft sections of the thesis itself) together with a short statement of what you feel you have achieved in the past year. You will meet with your supervisor(s), your adviser, and one other member of staff, who will discuss your progress so far, together with your immediate future plans and timescale for completion, and identify any training needs. A record of the meeting is signed by you and the members of the review panel, and kept in your file in the Department.

If progress appears not to be satisfactory or if concerns arise, a plan of action will be drawn up and a follow-up meeting may be arranged.

You will also be asked, as part of the Annual Review process, to fill in a questionnaire to check that you are happy with the supervision you have received.

### 7.4 Research training

(a) Some research training is provided by the College. You are required by the College to take various graduate skills training course, which will concentrate on the non-subject-specific skills necessary for furthering an academic career and completing a PhD. The timetable and programme will be posted at the beginning of term. The College has facilities for improving knowledge of modern languages (e.g. French, German, Italian) necessary for further research and for acquiring computing/word-processing skills.

(b) There is also an optional programme of graduate training run by the School of Advanced Study at Senate House. (c) The Classics Department at Royal Holloway collaborates with those at King’s and UCL to provide a series of research training seminars to deal with specific aspects of research into the ancient world, which forms part of the Federal MA programme: see the University of London MA Handbook for further details. Research students may, by permission, attend the relevant MA research skills courses in Classics, Ancient History, or Classical Archaeology. Research students are also free to attend any other MA or undergraduate classes which may equip them with specific areas of knowledge or specific skills needed for their research, including ancient language skills. You should discuss with your supervisor the courses (or specific sessions within courses) you might wish to attend.
7.5 Submission and assessment of theses / dissertations

Well in advance of submission (normally at least two months before you plan to submit), you are required to submit a signed entry form to the College Examinations Office. At the same time you will be asked to submit an abstract of your thesis, and discuss with your supervisor who your examiners should be. Your supervisor will contact potential examiners and fill in the nomination form for examiners and submit it to the College Examinations Office. The appointment of examiners is subject to the approval of the Department and the Dean of the Graduate School. In normal circumstances, one examiner will be drawn from another College of the University of London, and the other will come from outside London University.

Assessment normally involves independent marking by the two examiners, followed by an oral examination (viva) on the thesis. Your supervisor will contact you soon after submission to make arrangements for the oral examination. Normally the oral examination will take place within three months of submission. The supervisor does not act as an assessor, but may be present at the oral examination. After the oral examination, the examiners submit a final joint report to the University and may also provide you with detailed feedback. In the report they will recommend either that the thesis should be passed unconditionally, that it should be passed subject to minor revisions (normally to be completed within three months), that it should be revised and resubmitted (normally within 18 months), or that it should be failed. An unsuccessful PhD candidate may be awarded the MPhil. Further details are available in the postgraduate regulations.

7.6 Teaching

The Department endeavours to ensure that its postgraduate research students have the opportunity to acquire some teaching experience. Teaching opportunities are advertised to MPhil/PhD students in June/July and allocated by the Head of Department each year in accordance with the Department’s needs. If you are interested in undertaking teaching, you should discuss it with your supervisor in the first instance. The Annual Review meeting may be used to identify teaching potential. All postgraduates who teach classes must take the Postgraduate Certificate in Skills of Teaching to Inspire Learning (INSTIL) provided each year by the College’s Educational Development Centre.

8. Code of practice for the academic welfare of postgraduate research students

For the College Code of Practice students should consult the document under this title issued to all students by the College on registration. Further copies may also be obtained from the Departmental office or on the College website.

9. Term dates

The dates of terms in 2009 - 2010 are:

Autumn term: Monday 21 September to Friday 11 December 2009 (12 weeks)
Spring Term: Monday 11 January to Friday 26 March 2010 (11 weeks)
(4-week Christmas break)
(4-week vacation. Easter Sunday: 4 April 2010)
Summer Term (examinations): Monday 26 April to Friday 11 June 2010 (7 weeks)
Graduation ceremonies: 14 – 22 July 2010

The dates of terms in 2010-11 are:
20 September - 10 December
10 January - 25 March (11 weeks)
(Easter Sunday: 24 April 2011)
26 April - 10 June
Graduation: 11 - 15 July 2011

The first week of the Autumn Term is Induction Week. Classes begin in the second week of term.

Head of Department
Dr Anne Sheppard MA, DPhil (Oxon) Reader in Ancient Philosophy
a.sheppard@rhul.ac.uk

Director(s) of Graduate Studies
Prof Richard Alston BA(Leeds), PhD (Lond.) Professor of Roman History
Professor Edith M Hall MA, DPhil (Oxon) Research Professor in Classical Theatre (joint appointment with the Department of Drama and Theatre Studies)
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