For research students, this handbook should be read in conjunction with the Essential Information section of the Doctoral School website.

Please see additional information about the Department of Greek and Latin.

Autumn 2017

All information in this handbook was correct at the time production.
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General information for postgraduate students

Welcome to UCL
Provost’s Welcome

Dear students
To those of you who are returning, welcome back. To those of you who are new, congratulations for choosing UCL as your university. Great minds don’t think alike and the reasons for your choice will be unique to you. But there are certain features of a UCL education that are constant, whatever your programme.
Through our Connected Curriculum, we seek to give you the opportunity to learn by participating in research and enquiry at all levels of study. You will be stretched intellectually, your programmes enriched by world-leading researchers pushing the boundaries of knowledge. You will have access to excellent digital and physical learning resources as well as a taught curriculum that makes our graduates so employable.
This doesn’t mean that your journey will be the same as everyone else’s. You can shape UCL and your experience within it. Take our university-wide surveys and make your voice heard. Become a ChangeMaker or a Student Academic Representative and work in partnership with academics to make your programme even better.
You’ll also have opportunities to learn outside your degree programme. Participate in our Global Citizenship Programme, exploring ways of addressing some of the world’s most pressing challenges in the two weeks of summer term following exams. Get involved with amazing volunteering opportunities (coordinated by the Volunteering Services Unit) and make a difference locally. Investigate opportunities for entrepreneurship through UCL Innovation and Enterprise.
UCL is first and foremost a community of great minds. You are a valuable member of that community. I hope you will take every opportunity to shape your time here, so that your experience is the best possible.

Professor Michael Arthur, UCL President and Provost

The department and its history

A Brief History of the Department

Greek and Latin literature have been taught and studied at University College London since the founding of the institution in the 1820s. Some of the most distinguished Hellenists of the twentieth and twenty-first centuries have taught at UCL, including T. B. L. Webster (who founded the Institute of Classical Studies), Eric Handley, Eric Turner, Patricia Easterling, Richard Janko, and Chris Carey. The chair in Latin has also been occupied by a series of distinguished scholars including J. R. Seeley, Robinson Ellis, A. E. Housman, H. E. Butler, Otto Skutsch, George Goold, and Malcolm Willcock. UCL is one of only three universities in the UK with a tradition of teaching Greek and Latin
historical linguistics (comparative philology). There has been a post in historical linguistics at UCL since 1842; distinguished scholars of the twentieth century include J. P. Postgate, Oswald Szemerényi, and James Hooker. As this roll call of scholars illustrates, teaching and research have thrived in the Department since the nineteenth century. Ancient History is also a traditional strength at UCL (A. D. Momigliano taught here from 1951 to 1975, for example), but the ancient historians are affiliated with the Department of History rather than with the Department of Greek and Latin. Similarly, the archaeology of the ancient world is also a well-established and highly regarded subject of study at UCL, but it is pursued outside our Department: the Institute of Archaeology was founded in 1937 as a centre for archaeological training and today is one of the largest archaeology centres in the world. The Department has strong and long-standing ties with History, Archaeology, and scholars in other areas (Egyptology, Philosophy, English), and the combined strengths of UCL mean that it remains what it has been for scores of years: one of the premier institutions for the teaching and research of the ancient Graeco-Roman world.

Further Reading
[W. P. Ker, ed.], Notes and materials for the history of University College, London, London, 1898
The University of London Calendar

The relationship of the Department to the Faculty

The department is part of the Faculty of Arts & Humanities, one of UCL’s 11 Faculties.

The Faculty of Arts & Humanities is a renowned centre of excellence, where research of world-leading quality feeds directly into programmes of study within the departments of English, Philosophy, Classics, Hebrew & Jewish Studies, Information Studies, Modern European Languages, Fine Art, the centre for Multidisciplinary & Intercultural Inquiry and interdisciplinary programmes such as Arts and Sciences (BASc) and European Social and Political Studies (ESPS).

The Faculty’s academic and administrative management is aligned with that of the Faculty of Social & Historical Sciences and the School of Slavonic and East European Studies. The close collaboration between these areas creates a vibrant interdisciplinary culture, providing students with a vast range of
opportunities to enrich their academic experience at UCL.

Most issues concerning your studies will be dealt with by the department in the first instance, but some matters, particularly those affecting your registration as a student such as a change of programme or interruption of study may need to be referred to the Faculty Office for approval. The Faculty Tutor oversees all learning and teaching matters as well as student care issues for taught degree programmes in the Faculty. The Faculty Graduate Tutor oversees all research degree programmes in the Faculty.

Key Contacts in the Department

<table>
<thead>
<tr>
<th>Graduate Tutor (PhD students)</th>
<th>Professor Stephen Colvin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair of Graduate Staff-Student Committee</td>
<td>Room G06, Ground floor, Gordon House</td>
</tr>
<tr>
<td></td>
<td>Telephone: 020 7679 4570</td>
</tr>
<tr>
<td></td>
<td>e-mail: <a href="mailto:s.colvin@ucl.ac.uk">s.colvin@ucl.ac.uk</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Tutor (MA students)</th>
<th>Professor Maria Wyke</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Room 104, First floor, Gordon House</td>
</tr>
<tr>
<td></td>
<td>Telephone: 020 7679 7491</td>
</tr>
<tr>
<td></td>
<td>e-mail: <a href="mailto:m.wyke@ucl.ac.uk">m.wyke@ucl.ac.uk</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Head of Department</th>
<th>Professor Gesine Manuwald</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Room 101, First floor, Gordon House</td>
</tr>
<tr>
<td></td>
<td>Telephone: 020 7679 4575</td>
</tr>
<tr>
<td></td>
<td>e-mail: <a href="mailto:g.manuwald@ucl.ac.uk">g.manuwald@ucl.ac.uk</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departmental Manager</th>
<th>Mr Robbie Macaulay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Office</td>
<td>Room G03, Ground floor, Gordon House</td>
</tr>
<tr>
<td>Telephone: 020 7679 7492</td>
<td></td>
</tr>
<tr>
<td>e-mail: <a href="mailto:robbie.macaulay@ucl.ac.uk">robbie.macaulay@ucl.ac.uk</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MA, Finance and Events Administrator</th>
<th>Mr Robbie Macaulay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Office</td>
<td>Room G03, Ground floor, Gordon House</td>
</tr>
<tr>
<td>Telephone: 020 7679 7492</td>
<td></td>
</tr>
<tr>
<td>e-mail: <a href="mailto:robbie.macaulay@ucl.ac.uk">robbie.macaulay@ucl.ac.uk</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teaching and Reception Administrative Assistant</th>
<th>Ms Stephanie Dutton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception and first point of contact</td>
<td>Room G05, Ground floor, Gordon House</td>
</tr>
<tr>
<td>BA Administrator</td>
<td>Telephone: 020 7679 7522</td>
</tr>
<tr>
<td>Departmental Equal Opportunities Liaison Officer</td>
<td>e-mail: <a href="mailto:classicsoffice@ucl.ac.uk">classicsoffice@ucl.ac.uk</a></td>
</tr>
</tbody>
</table>

Department’s address and contact details

<table>
<thead>
<tr>
<th>Departmental Office</th>
<th>Room G05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone numbers</td>
<td>020 7679 5576 or 020 7679 7522</td>
</tr>
<tr>
<td>Email Addresses</td>
<td><a href="mailto:r.macaulay@ucl.ac.uk">r.macaulay@ucl.ac.uk</a> or <a href="mailto:classicsoffice@ucl.ac.uk">classicsoffice@ucl.ac.uk</a></td>
</tr>
</tbody>
</table>

Dept Postal Address:

Department of Greek and Latin
University College London
London
WC1E 6BT

Dept Location:

Gordon House
29 Gordon Square
London
WC1H OPP
**UCL Postal Address**, University College London, Gower Street, London WC1E 6BT. Telephone: 020 7679 2000 (main switchboard). The UCL main switchboard is normally open from 08.45 until 17.30 from Monday to Thursday and from 08.45 until 17.00 on Friday. To speak to a UCL switchboard operator dial 100 from within UCL or 020 7679 2000 from outside UCL.

**Key Contacts in the Faculty**

<table>
<thead>
<tr>
<th>Key Contact</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Tutor</td>
<td>Dr Arne Hofmann&lt;br&gt;email: <a href="mailto:ah-shs-faculty@ucl.ac.uk">ah-shs-faculty@ucl.ac.uk</a></td>
</tr>
<tr>
<td>Deputy Faculty Tutor</td>
<td>Dr Helen Matthews&lt;br&gt;email: <a href="mailto:ah-shs-faculty@ucl.ac.uk">ah-shs-faculty@ucl.ac.uk</a></td>
</tr>
<tr>
<td>Faculty Students Officer &amp; Faculty Support Officer</td>
<td>Claire Hartill&lt;br&gt;Ashley Doolan&lt;br&gt;email: <a href="mailto:ah-shs-faculty@ucl.ac.uk">ah-shs-faculty@ucl.ac.uk</a></td>
</tr>
</tbody>
</table>

**Faculty-level events**

**Inaugural Lectures**
A series of free evening lectures, delivered by recently-promoted professors across the arts, humanities and social sciences, runs from November to June.

**IAS Events**
The Institute of Advanced Studies (IAS) harnesses UCL’s extensive expertise across the humanities and social sciences to investigate received wisdom and to address the most urgent ethical and intellectual challenges of today. It is a research-based community, comprising colleagues and doctoral students from across UCL, as well as visiting fellows and research collaborators from the UK and around the world. Based in the Wilkins Building, the runs a vast and varied range of conferences, talks and seminars throughout the year. See what’s on at [www.ucl.ac.uk/institute-of-advanced-studies](http://www.ucl.ac.uk/institute-of-advanced-studies)

**Festival of Culture**
UCL’s Festival of Culture takes place in term three. It is an exciting, week-long showcase and celebration of the quality, diversity and relevance of scholarship across UCL’s Faculties of Arts & Humanities and Social & Historical Sciences. Find out more at [www.ucl.ac.uk/festival-of-culture](http://www.ucl.ac.uk/festival-of-culture).

**GREEK AND LATIN DEPARTMENTAL STAFF AND THEIR RESEARCH INTERESTS**

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Email</th>
<th>Room/Locations</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Peter Agócs&lt;br&gt;Lecturer in Classics&lt;br&gt;MA module leader for Greek Drama and Ancient Greek Prose</td>
<td><a href="mailto:p.agocs@ucl.ac.uk">p.agocs@ucl.ac.uk</a></td>
<td>103, Gordon House</td>
<td>020 7679 4578</td>
</tr>
<tr>
<td>Dr Nicoló Benzi&lt;br&gt;Teaching Fellow in Classics (Ancient Philosophy)</td>
<td><a href="mailto:n.benzi@ucl.ac.uk">n.benzi@ucl.ac.uk</a></td>
<td>G04, Gordon House</td>
<td>020 7679 4577</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Email</td>
<td>Room</td>
</tr>
<tr>
<td>-----------------------------</td>
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</tr>
<tr>
<td>Professor Chris Carey</td>
<td>Emeritus Professor of Greek</td>
<td><a href="mailto:c.carey@ucl.ac.uk">c.carey@ucl.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Greek literature, esp. archaic Greek poetry; oratory and law; drama</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Stephen Colvin</td>
<td>Professor of Classics and Historical Linguistics</td>
<td><a href="mailto:s.colvin@ucl.ac.uk">s.colvin@ucl.ac.uk</a></td>
<td>G06, Gordon House</td>
</tr>
<tr>
<td></td>
<td>MA module leader for Mycenaean Greek</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Greek literature and language; sociolinguistics; Greek dialectology and social history; Mycenaean Greek</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Nick Gonis</td>
<td>Professor of Papyrology</td>
<td><a href="mailto:n.gonis@ucl.ac.uk">n.gonis@ucl.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MA module leader for Greek Papyrology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Literary and documentary papyrology; Egypt from Augustus to the Abbassids; later Greek poetry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Rosie Harman</td>
<td>Lecturer in Greek Historiography</td>
<td><a href="mailto:rosie.harman@ucl.ac.uk">rosie.harman@ucl.ac.uk</a></td>
<td>108, Gordon House</td>
</tr>
<tr>
<td></td>
<td>MA module leader for Ancient Greek Historiography</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Greek historiography &amp; ethnography; the politics of representation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Tom Mackenzie</td>
<td>Leventis Fellow</td>
<td><a href="mailto:t.mackenzie@ucl.ac.uk">t.mackenzie@ucl.ac.uk</a></td>
<td>B05, Gordon House</td>
</tr>
<tr>
<td></td>
<td>MA module leader for Ancient Philosophy and Literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Greek literature, Presocratic philosophy (especially Parmenides and Empedocles), Hellenistic literature and philosophy, Latin literature, didactic poetry, relationship between lit and philosophy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Miriam Leonard</td>
<td>Professor of Greek Literature and Its Reception</td>
<td><a href="mailto:m.leonard@ucl.ac.uk">m.leonard@ucl.ac.uk</a></td>
<td>105, Gordon House</td>
</tr>
<tr>
<td></td>
<td>(on research leave in term one)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intellectual history of classics; reception of antiquity in modern European thought; Greek literature and ancient philosophy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Flachra Mac Góráin</td>
<td>Lecturer in Classics</td>
<td><a href="mailto:f.macgorain@ucl.ac.uk">f.macgorain@ucl.ac.uk</a></td>
<td>107, Gordon House</td>
</tr>
<tr>
<td></td>
<td>(on research leave in term two)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Augustan poetry, especially Virgil; Virgilian exegesis; Dionysus in Latin poetry; intertextuality; the reception of Virgil in Ireland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Antony Makrinos</td>
<td>Teaching Fellow</td>
<td><a href="mailto:a.makrinos@ucl.ac.uk">a.makrinos@ucl.ac.uk</a></td>
<td>G01, Gordon House</td>
</tr>
<tr>
<td></td>
<td>Homer; scholarship in Byzantium (especially reception of the Homeric text with emphasis on allegorical interpretation); modern reception of Homer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Gesine Manuwald</td>
<td>Professor of Latin and Head of Department</td>
<td><a href="mailto:g.manuwald@ucl.ac.uk">g.manuwald@ucl.ac.uk</a></td>
<td>101, Gordon House</td>
</tr>
<tr>
<td></td>
<td>MA module leader for Cicero</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Roman drama; Roman epic; Cicero’s speeches; reception studies, especially Neo-Latin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Mairead McAuley</td>
<td>Lecturer in Latin Literature</td>
<td><a href="mailto:mairead.mcauley@ucl.ac.uk">mairead.mcauley@ucl.ac.uk</a></td>
<td>104, Gordon House</td>
</tr>
<tr>
<td></td>
<td>(on research leave in term two)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MA module leader for Ovid</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Roman imperial epic from Virgil to Statius, Senecan tragedy and philosophy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Marigold Norbye</td>
<td>Teaching Fellow</td>
<td><a href="mailto:m.norbye@ucl.ac.uk">m.norbye@ucl.ac.uk</a></td>
<td>B05, Gordon House</td>
</tr>
<tr>
<td></td>
<td>Latin Palaeography and Late and Medieval Latin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor Phiroze Vasunia</td>
<td>Chair of Greek</td>
<td><a href="mailto:p.vasunia@ucl.ac.uk">p.vasunia@ucl.ac.uk</a></td>
<td>G07, Gordon House</td>
</tr>
<tr>
<td></td>
<td>MA module leader for the MA core module: Research Methods and Dissertation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Greek literature, the classical tradition and colonialism</td>
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</table>
For more details, please consult the http://www.ucl.ac.uk/classics/people/full-time section of our website

Key dates

TERM DATES

First Term: Monday 25 September 2017 - Friday 15 December 2017
Second Term: Monday 8 January 2018 – Friday 23 March 2018
Third Term: Monday 23 April 2018 - Friday 8 June 2018

READING WEEKS

Week beginning: Monday 6 November 2017 and
Week beginning: Monday 12 February 2018

*N.B. UCL’s teaching & reading weeks do not always match those of King’s College London or Royal Holloway exactly.

CLOSURES AND BANK HOLIDAYS

Christmas
CLOSE – Friday 22 December 2017 at 5.30 p.m.
RE-OPEN – Tuesday 2 January 2018

Easter
CLOSE – Wednesday 28 March 2018 at 5.30 p.m.
RE-OPEN - Thursday 5 April 2018

Bank Holidays
CLOSED - Monday 7 May 2018
CLOSED - Monday 28 May 2018
CLOSED - Monday 27 August 2018

Late Summer Assessment Period:
Monday 20 August – Friday 07 September 2018

How UCL and the department will communicate with students

UCL will communicate with students via:

- **UCL student email** – Students should check their UCL email regularly.
- **UCL Moodle** – UCL’s online learning space, used by module organisers, programme leaders, departments and faculties to provide essential information in addition to learning resources.
- **myUCL** – A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities.
- **UCL Instagram** – UCL’s official Instagram channel, featuring news, events, competitions and images from across the UCL community.
- **@ucl Twitter channel** – Sharing highlights of life at UCL from across UCL’s diverse community.

### INFORMATION ABOUT THE DEPARTMENT OF GREEK AND LATIN

**The Graduate Tutors**

Stephen Colvin (s.colvin@ucl.ac.uk), is the Graduate Tutor for PhD students and Chair of the Postgraduate Staff-Student Committee; Maria Wyke (m.wyke@ucl.ac.uk) is the Graduate Tutor for the MA Classics and MA Reception Students and for MA Erasmus students. They can advise on all academic queries. For advice on any matter, please consult the Departmental Office, room G05, where you will also find staff pigeon-holes.

**Student Representation**

A consultative committee will meet at regular intervals to enable graduate students to raise views and concerns (on specific issues, or the day-to-day running of the Department) with staff. Please contact the relevant Graduate Tutor, if you are interested in taking part (see further section 10).

**Maintaining Contact**

**Address**

It is the responsibility of all students to ensure that Student Records in the Registry have a note of their current address(es) and telephone numbers. These can be checked and must be changed via PORTICO (www.ucl.ac.uk/portico). It is important that this information is kept up-to-date. Please note that it is YOUR responsibility to ensure that the data held on you is accurate. Please also make sure that the relevant Graduate Tutor has up-to-date contact details.

**E-mail**

Please note that the Department and UCL authorities will use your UCL e-mail address, so you should check this at least once every weekday. Please see [information about the UCL email system](#), where you can find instructions on how to forward UCL emails to your personal email account.

**Staff Office Hours**

All members of staff typically have two office hours per week when they are available to students. Details are posted on their office doors. If you have urgent business, staff can be contacted outside these periods; but you should
use office hours to discuss routine business.

**Whom to Contact When**

- If you are unable to attend classes because of illness or other good cause, you are required to inform the Department at once by telephoning the Greek and Latin Departmental Office on 020 7679 5576, or emailing the MA Administrator.

- If you are absent through illness for more than five working days, you are required to provide a doctor’s letter or medical certificate on return, explaining the reasons for absence.

- If you have academic problems with a particular course unit, you should discuss them with the Course Tutor, in the first instance.

- If you have other problems which are affecting your work, you should contact the relevant Graduate Tutor.

- If you have a query about your MA course or examination registration, you should contact the MA Administrator in the Departmental Office, G05.

- If you feel that you have a grievance or complaint, you should discuss it first with the relevant Graduate Tutor. If the complaint relates to the Graduate Tutor, you should contact the Head of Department. Please see details of grievance procedures.

- If you need special examination provision for dyslexia or a medical condition, you should contact Student Disability Services, room G16, South Wing, in the first instance. Drop-in sessions operate on Mondays and Wednesdays between 2.00 p.m. and 4.00 p.m. and appointments can be made by emailing disability@ucl.ac.uk or by telephoning +44 (020) 7679 0100. To register with the service, please bring along recent medical evidence, for example: a doctor's letter, or a dyslexia/dyspraxia diagnostic report, if you have one.

**I MA students**

Programme Director: Professor Maria Wyke

**Academic and Personal Tutoring**

UCL is committed to providing all students with the academic guidance and personal support that they need to flourish as members of our active learning and research community. As part of the wider support infrastructure provided by a programme, every taught postgraduate student will be assigned a member of staff who can provide constructive academic and personal development guidance and support – in the Department of Greek and Latin that is the MA Tutor (Maria Wyke). At the start of the year, students will be provided with the date of their first meeting with the MA Tutor, and where and when the tutor can be found in term time. Students are encouraged to be proactive in engaging with their MA Tutor, as it is the responsibility of the student to keep in touch, but
will also be expected to meet their personal tutor on a number of specified occasion during the course of the year in order to discuss progress. Further information: **Personal Tutors**

1. **MA programmes offered by the Department**
   a) **MA in Classics**
   The MA in Classics is an intercollegiate degree programme, taught by the participating Departments of Classics, Greek and Latin, and History in King’s College London (KCL), Royal Holloway University of London (RHUL), and University College London (UCL). Modules within these MAs are available to students registered in any of the participating Colleges. Modules from the UCL MA in the Reception of the Classical World are also available to students in the Intercollegiate MA. Help with choosing an appropriate package of modules is available from the MA Tutor.

   b) **MA in the Reception of the Classical World**
   The MA in the Reception of the Classical World is a UCL degree programme, and subject to the academic regulations and procedures of the College. Modules from the Intercollegiate MA are available to students, subject to the permission of the programme director at UCL. Help with choosing an appropriate package of modules is available from the MA Tutor.

   **Important:**
   Both the MA in Classics and the MA in the Reception of the Classical World are UCL degree programmes, and subject to the academic regulations and procedures of UCL.

   Modules taken by UCL students at KCL or RHUL are subject to the academic regulations and procedures of those Colleges. If you take a module at a different College, that mark will be reported to UCL and will be incorporated into your degree; but the rules under which the mark is arrived at are those of the College which provides the module.

   When you take a module at KCL or RHUL, there may be minor differences in areas such as:
   - Deadlines for the submission of coursework
   - Regulations pertaining to the presentation and submission of coursework
   - Term dates
   - Word limits for written work and penalties which are applied.

   Note also that assessment offences, such as plagiarism, will be investigated by the College which provides the relevant module, and will be subject to that Institution’s regulations.

   Please make sure you are aware of the requirements of the relevant College; if in doubt, ask the Module Tutor to clarify. In practice, differences are likely to be minor.

2. **Programme structure MA in Classics**
   • Candidates for the MA in Classics are expected to be able to use authors and sources in one or more ancient languages.
• Candidates who need to improve their knowledge of an ancient language, or to learn another one, may, subject to the approval of the MA Tutor, take one language-learning Module as part of the MA.

• Part-time students will normally take modules worth 80 credits in the first year; modules worth 40 credits and the dissertation in the second year (flexible study is also available by arrangement). Note that coursework deadlines for part-time students are the same as for full-time students.

In addition, note that:
• Candidates may not take more than 80 credits worth of modules which make use of BA teaching (all such modules must have a 50% minimum MA component).

• Candidates may include, subject to the approval of the MA Tutor and the Chair of Examiners, one appropriate 40-credit module from any other MA programme within the University of London.

**MA in Classics Programme Structure**

Students take a total of 180 credits divided as follows:

a) Modules to the value of 120 credits chosen from the list of modules approved for the Intercollegiate MA, offered at UCL, KCL or RHUL. Each module carries 40 or 20 credits (i.e. each will have an assessment weighting of 22% or 11% respectively).

Of these,
• At least one full module of 40 credits (or two of 20 credits) must be from the current list of dedicated modules for the MA in Classics and be approved by the MA Tutor;
• At least one full module of 40 credits (or equivalent) must test knowledge of Greek or Latin; this will typically be a module in which texts are read in the original language (marked + in the list).

*Note:* both of these requirements may be satisfied by a single 40-credit module or two 20-credit modules.

b) A compulsory module CLASG099 Research Methods and Dissertation.

This module carries 60 credits (assessment weighting 34%), and has two components:
• The core module in research methods, skills and resources in the first term. This module is compulsory for all students in the MA in Classics, but is not subject to assessment separate from the MA dissertation. An up-to-date schedule is available on Moodle.

• The choosing of a dissertation theme; discussion of the title; the planning and writing of the dissertation of maximum 12,000 words. The dissertation must normally be in the field of classical language, literature or thought, or the classical tradition. Dissertations which touch on other aspects of classical culture (for example, material and visual culture) should contain a textual component. Dissertation topics must be approved by the MA Tutor and the Chair of the Examination Board.
Please see [UCL Greek and Latin modules available for 2017/2018](#), as well as the links to the KCL and RHUL websites to access their modules.

3. Programme structure MA in the Reception of the Classical World

The programme aims to provide graduate students with a thorough grounding in key aspects of and approaches to the reception of classical culture – understood broadly as its interpretation, appropriation, representation or reconstruction, and/or revision. It also aims to equip students with the tools for further research in the reception of the classical world by developing their critical and conceptual understanding in this field.

**MA in Reception: Programme Structure**

Students take a total of 180 credits divided as follows:

a) A mandatory core module, ‘CLASGR12 Approaches to the Reception of the Classical World’: 40 credits (assessment weighting 22%);

b) Further modules to the value of 80 credits chosen with the approval of the MA Tutor (the combined assessment weighting of these modules will be 44%);

c) CLASGR99 Dissertation: a dissertation of maximum 12,000 words on an aspect of the reception of the classical world: 60 credits (assessment weighting 34%).

**Modules available to Reception students**

Students may take modules approved for the Reception degree programme by the MA Tutor (see the list of dedicated Reception modules below). With the approval of the MA Tutor, they may also take any of the modules on offer in the Intercollegiate MA in Classics, Classical Art and Archaeology, Ancient History, or Late Antique and Byzantine Studies.

They may also take a maximum of one module from an MA programme offered by a different department at UCL (for example: Film Studies, Italian Studies, Medieval Studies and Renaissance Studies), subject to the approval of the MA Tutor and by permission of the relevant department.

Modules taken by UCL students at KCL or RHUL are subject to the academic regulations and procedures of those Colleges. If you take a module at a different College, that mark will be reported to UCL and will be incorporated into your degree; but the rules under which the mark is arrived at are those of the College which provides the module.

When you take a module at KCL or RHUL, there may be minor differences in areas such as:

- Deadlines for the submission of course-work
- Word-limits for written work and penalties which are applied
- Regulations pertaining to the presentation and submission of course-work
- Term dates.

Note also that assessment offences such as plagiarism will be investigated by
the College which provides the relevant module, and will be subject to that Institution’s regulations. Make sure you are aware of the requirements of the relevant College; if in doubt, ask the Module instructor to clarify. In practice, differences are likely to be minor.

**Dedicated modules in Reception at UCL**

The 40 or 20 credit versions listed below are the intercollegiate modules, as KCL and RHUL offer 40 or 20 credit modules. Most UCL MA modules are 30 or 15 credits and the UCL Department of Greek and Latin sets up 30 and 15 credit versions of all its modules to enable students from other UCL departments to take its MA modules. As long as the department’s MA students select the 40 or 20 credit version on Portico, they should be fine. UCL Course Tutors will adjust assessment requirements accordingly.

**CLASGR12 Approaches to the Reception of the Classical World (40 credits)**

**CLASGR01 Approaches to the Reception of the Classical World (30 credits)**

**Course Tutor:** Professor Maria Wyke/team (UCL)

**Meets:** Thursdays 2-4, Terms 1 and 2

This module will be taught by a combination of lectures, seminars and research visits to relevant institutions, such as the British Museum and the Warburg Institute, and the Petrie Museum. The core module is intended to provide training in research techniques and resources for postgraduate study in the reception of antiquity, and to introduce students to relevant ideas and methods involved in studying the reception of the classical world across a range of periods, societies, and media. It provides key illustrations of different responses to classical cultures in action, and demonstrates how later cultures have viewed and made use of the classical world from their own particular standpoint. In term 1, ‘reception studies’ and its theoretical approaches are introduced. Case studies of reception are then explored within antiquity and beyond up to the early modern period, with a focus mainly on literary reception. In term 2, case studies of reception are explored from the Renaissance up to the present day, with an emphasis on material culture, art, museums, performance, film and political thought.

**Assessment:** Two essays of 5,000 words maximum

**Venue:** Gordon House G09

**CLASGR11 Ancient Rome on Film: From Pre-Cinema to the 1950s (20 credits)**

**CLASGR03 Ancient Rome on Film: From Pre-Cinema to the 1950s (15 credits)**

**Course Tutor:** Professor Maria Wyke (UCL)

**Meets:** Thursdays 11-1, Term 1

How does cinema reconstruct Roman history? What distinguishes cinematic histories of Rome from other historical forms? This module will explore the early experimental period of filmmaking, its turn to antiquity to legitimate the new
cinematic medium, its relationship to painting, historical fiction, and theatre, and its distinct methods for bringing antiquity into the modern world (embodiment, colour, music and movement). It will also address the development of the star system, sound technology, the classical Hollywood style, and the emergence and operation of genre. The module will utilise the critical vocabulary of reception studies and film analysis, and engage with issues such as sources, narrative structure, and ideology (including gender & sexuality, colonialism and religion).

**Assessment:** One essay of 5,000 words maximum

**Venue:** G09 Gordon House

**CLASGR15 Ancient Rome on Film: From the 1950s to the 21st Century (20 credits)**

**CLASGR14 Ancient Rome on Film: From the 1950s to the 21st Century (15 credits)**

**Course Tutor:** Professor Maria Wyke & Dr Clare Foster (UCL)

**Meets:** Thursdays 11-1, Term 2

How did Hollywood cinema come to dominate representations of ancient Rome on screen and how has its dominance been challenged? How do ideas of the historical operate in and through such films? Why did the genre of the Hollywood blockbuster decline in the 1960s and re-emerge in the twenty-first century? How is cinema changed by the advent of television, video/DVD, and now the global digital environment? The module will utilise the critical vocabulary of reception studies and film analysis, and engage with issues such as tradition, commodification, technology, contemporaneity (including Cold War ideology, ‘the war on terror’, and nationalism), and recognition capital.

**Assessment:** One essay of 5,000 words maximum

**Venue:** G09 Gordon House

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**4. Choosing modules and enrolment procedure**

**Choosing Modules**

Modules are the individual units of study which lead to the award of credit. The department’s MA Tutor (Maria Wyke, m.wyke@ucl.ac.uk) will advise students how and when to choose their modules, usually during the departmental introduction. Students should keep an eye out for information about deadlines for making choices.

Affiliate students will be advised of the process for selecting modules by their home department. Modules may need to be selected before enrolment.

Modular/Flexible Taught Postgraduate students may be unable to pay their fees until they have chosen their modules. Students should check with the UCL Student Fees Team if they are unsure about this by emailing fees@ucl.ac.uk or calling +44 (0)207 679 4125.

Further information: Selecting Modules

UCL Greek and Latin students, taking either the MA Classics or MA Reception degree programme, need to ensure that they select on Portico the 40 or 20
credit versions of their chosen modules (not the 30 or 15 credit versions). Please check the correct module codes on the MA module codes webpage.

The 40 or 20 credit versions are the intercollegiate module codes, as KCL and RHUL offer 40 or 20 credit modules. Most UCL MA modules are 30 or 15 credits and the UCL Department of Greek and Latin sets up 30 and 15 credit versions of all its modules to enable students from other UCL departments to take its MA modules. Please select the 40 or 20 credit version of the module, and the UCL course tutor will adjust assessment requirements accordingly.

Many KCL and RHUL modules are on UCL Portico but with a different UCL code. It may be that your chosen KCL or RHUL module has not yet been set up on UCL Portico, in which case please contact our MA Administrator as soon as possible. If you wish to take modules in other UCL departments, please let us know as soon as possible as we shall need permission from that department first and it may involve setting up a 40 or 20 credit version of the particular module. Please note that the only MA modules available in the Department of Philosophy are: PHILGA37 Topics in Greek Philosophy: Aristotle; and PHILGA39 Graduate Studies in Ancient Philosophy (both 20 credits). Intercollegiate module holding codes can be used to complete your selection on Portico, if KCL/RHUL modules (or those from external UCL Departments) have not yet been set up on Portico. These are:

- INTCG020 Intercollegiate postgraduate placeholder module (20 credits);
- INTCG040 Intercollegiate postgraduate placeholder module (40 credits)
- INTCG080 Intercollegiate postgraduate placeholder module (80 credits)

Please note that INTCG080 can be used to cover several modules, amounting to 80 credits.

The deadline for making your module choices is 4pm the Thursday of induction week. All students need to complete the MA course selection form [downloadable from our website under ‘other useful links’] and return it to the MA Administrator in the departmental office (Room G05, Ground Floor, Gordon House). Students will be notified shortly thereafter if there has been any problem about securing a place on a module.

5. Coursework and teaching

Most taught modules are assessed by coursework, rather than by a written examination paper. The standard requirement for coursework is two projects (essays, assignments or commentaries) of a maximum of 5,000 words each (or equivalent) for two-term / 40 credit modules and one project (essays, assignments, or commentaries) of a maximum of 5,000 words (or equivalent) for a one-term / 20 credit module.

- These totals include the text and footnotes/endnotes, but exclude the bibliography, tables and any other illustrations.
- The number of assessed essays (or assignments or tests) required for a module should be specified by the Course Tutor(s) in the relevant module literature. If in doubt, ask the Course Tutor to clarify.
In preparing their coursework for submission (whether draft or final), students are welcome to approach Module Tutors for advice about title, structure and bibliography. Module Tutors may read draft coursework (if the coursework is submitted by the required deadline for drafts) and offer feedback towards the submission of a final version. Module Tutors may also offer advice on title, structure and bibliography for final coursework. The department aims to provide feedback (in the form of written, email or oral comments) within a month of the deadline for submitting drafts. Module tutors cannot offer comment on revised versions of drafts or on any versions of final coursework.

Submission of coursework
Coursework submission is exclusively digital. All coursework in taught modules must be submitted in soft copy via Turnitin on the relevant module Moodle page. This is to allow instructors to check for plagiarism (see below) and to allow rapid file-sharing for assessment purposes. When coursework is submitted via Turnitin, it must include the student’s ID number but NOT the student’s name, for the purpose of anonymity. The student ID number, module title and essay title must be on the first page of this digital copy. Please note that students should enter their student number into the Submission Title Box of their coursework. This is very important and ensures that their student number is registered.

For each piece of coursework, the student must also submit separately a declaration that the work is their own (downloadable from the departmental website). This declaration should be returned to the Departmental MA Administrator electronically and should contain the student’s name, as well as ID number. If a student is submitting work as a word document, please ensure that it is a clean copy and does not display mark-ups or comments.

The latest possible deadline for submission of coursework is 5.00 p.m. on 1 June (if this falls on a weekend, then the following Monday). Module instructors at UCL, however, will set deadlines for particular pieces of work which may be earlier than 1 June. In such cases coursework should be submitted by Turnitin by the advertised deadline. It is the responsibility of UCL students taking KCL and RHUL modules to ensure that they adhere to the KCL and RHUL submission deadlines and mode of submission. These deadlines are binding, and must be observed unless special permission for an extension due to extenuating circumstances has been obtained (see section 14 below). Module Tutors have no authority to grant extensions to deadlines: students must contact the MA Tutor.

As a student, you are responsible for making known any circumstances which may affect your performance at assessment in good time for them to be considered by the appropriate body. If not, you will be considered as declaring yourself fit to sit the assessment concerned.

Late Submission Penalties
Planning, time-management and the meeting of deadlines are part of the personal and professional skills expected of all graduates. For this reason, UCL expects students to submit all coursework by the published deadline date and
time, after which penalties will be applied.

If a student experiences something which prevents them from meeting a deadline that is sudden, unexpected, significantly disruptive and beyond their control, they should submit an Extenuating Circumstances (EC) Form. If the request is accepted, the student may be granted an extension. If the deadline has already passed, the late submission may be condoned i.e. there will be no penalty for submitting late.

Further information:
Late Submission Penalties
Extenuating Circumstances

Penalties for late Submission of Coursework
Where coursework is not submitted by the published deadline, the following penalties will apply:
i) A penalty of a 10 percentage point deduction (but no lower than the pass mark) will be applied to coursework submitted up to two working days late.
ii) A penalty cap at a pass mark (50 %) will be applied to coursework submitted more than two but less than five working days late
iii) A mark of zero will be recorded for coursework submitted more than five working days late.

Penalties for over-length coursework
Assignment briefs will include clear instructions about word counts, the inclusion of footnotes, diagrams, images, tables, figures and bibliographies etc. Students are expected to adhere to the requirements for each assessment. Students exceeding these parameters may receive a reduction in marks.

For work that exceeds a specified maximum length by less than 10%, the mark will be reduced by 5 percentage marks, but the penalised mark will not be reduced below the pass mark: marks at or below the pass mark will not be reduced.

For work that exceeds a specified maximum length by 10% or more, the mark will be reduced by ten percentage marks, but the penalised mark will not be reduced below the pass mark: marks at or below the pass mark will not be reduced.

Further information: Word Counts

It is the responsibility of students to ensure that they retain copies of coursework on memory sticks and hard drives. The Department of Greek and Latin cannot provide copies of coursework that has been mislaid or lost.

Affiliate students
Please note that in order for the department to deliver marks and reports in good time to home institutions, affiliate students will be expected to submit any autumn term coursework to the department by the first Monday of spring term and any spring term coursework by the first Monday of summer term. Affiliates will need to
do this via Turnitin. Affiliates should therefore ensure that they discuss any title, outline, bibliography or draft with their course tutors during the latter half of the term they are at UCL so staff have an opportunity to provide feedback before the affiliate leaves.

Style and lay-out of coursework
Coursework must give clear references to all material and views discussed, so that readers (and the examiners) can locate them easily. References to ancient authors can normally be incorporated in the main text (e.g. ‘Tacitus (Hist. 2.13) tells us . . ’), but references to modern works are better given in consecutively numbered footnotes or endnotes (i.e. notes at the bottom of the page of main text to which they relate, or notes given together at the end of the main text). A bibliography of the main modern works consulted or cited must be given at the end of each essay/assignment. This should not include ancient authors, unless a particular edition is being cited specifically.

6. Dissertations and supervision
MA candidates must submit a dissertation, written in English, on an approved subject. The dissertation counts for around a third (34%) of the assessment, but a passmark on the dissertation is needed to achieve an overall pass in the degree.

Basic regulations
(a) Titles
The proposed title must be submitted by Friday 26 January 2018 for approval by the Department’s Board of Examiners. It should be accompanied by a short abstract (no more than 500 words) outlining the topic.

(b) Word-limits
- MA in Classics 12,000 words
- MA in the Reception of the Classical World: 12,000 words

Permission to exceed the upper word-limit may be granted in special circumstances, but must be obtained in advance from the MA Tutor. Dissertations which exceed these word limits will be liable to the UCL penalties noted above for coursework.

The regulations for the length of the dissertation cover the main text and all footnotes and any appendices, but exclude the title sheet, bibliography and any illustrations (with their captions) or tables of data (not including discussion). Candidates whose subject requires them to quote extensive passages of text should apply by 15 June through their supervisor to the Chair of Examiners for a specified extension to the upper word limit.

(c) Submission
As with coursework, the dissertation must be submitted in soft copy via Turnitin on the relevant Moodle page (for MA Classics, CLASG099 Research Methods and Dissertation; for MA Reception, CLASGR98 MA Reception Dissertation). The dissertation must also be submitted in hard copy (one copy), unlike
coursework submission, which is exclusively digital. Please note that, on Turnitin, students must enter their student number (on their ID card) into the Submission Title Box. This is very important as it ensures that their student number is registered. The digital copy of the dissertation must include a coversheet including the student’s ID number but NOT the student’s name, for the purpose of anonymity (copy available at the end of this document, also downloadable from the departmental website). Another copy of the coversheet, with the student’s name on it, must also be submitted electronically to the Departmental MA Administrator. This confirms that the work is the student’s own and is only viewed by the Departmental MA Administrator. A dissertation which is not on the approved subject, which is badly presented, or which is submitted after the deadline is liable to be failed with a mark of zero. Ensure, if you are submitting your work as a word document, that it is a clean copy and does not display mark-ups or comments.

The latest possible deadline for submission of the dissertation is 5 p.m. on 15 September 2018 (if this falls on a weekend, then 5 p.m. on the following Monday).

Important: Except in cases of medical or family emergency, for which documentation will be required, no extensions to this deadline will be granted. Any candidate who is unable to meet the deadline for submission because of unforeseen serious medical or other problems must promptly inform the MA Tutor, who will apply to the Chair of the Board of Examiners for a brief postponement. Applications must reach the Chair before the deadline, and the candidate must supply adequate documentation of the problem by the end of September. If postponement beyond the end of September is necessary, submission will normally have to be deferred to the next academic year.

Late Submission of Dissertation
Where a dissertation is not submitted by the published deadline, the same penalties as for late coursework will apply.

Students should formally notify the MA tutor of any extenuating circumstances which may have affected work on their dissertation. Students are primarily responsible for notifying extenuating circumstances that may have affected their performance (see above).

The Dissertation Title and Schedule
a) You should be thinking about the area of your dissertation during the first term; you should attend the research methods session on choosing a dissertation topic and discuss ideas with the MA Tutor and appropriate staff during this period.

b) You will be asked for a preliminary title with supporting abstract (limit of 500 words) at the beginning of the second term (deadline: 26 January 2018). A supervisor will then be nominated by your MA Tutor. By the end of the second term, you should have discussed the outline of the work with your supervisor. It is your responsibility to organise that meeting with your designated supervisor. The final title will be required by the MA Tutor before the dissertation colloquium (below).
c) There will be an MA dissertation colloquium on Wednesday 6 June 2018, at which all students will give a brief (five minute) presentation on their dissertations. There will then be an opportunity for feedback from other students and staff. This is a UCL requirement, and it is impossible to get an MA without attending this colloquium.

d) You should fix a schedule of meetings with your supervisor as soon as possible in June. Be aware that members of staff are likely to be away for a period over the summer: be sure to take this into account in planning your work.

e) Drafts of the dissertation chapters should be submitted to your supervisor before the submission date, allowing enough time for him/her to read them and give feedback in the form of written, email or oral comment.

Subject
Candidates must choose an appropriate topic in the field of their MA programme. University regulations for MA dissertations require ‘an ordered and critical exposition of existing knowledge in any field or part of a field of study’. Candidates are expected to show broad familiarity with the main previous scholarly work on their subject. The development of original views, though not required, is encouraged. The basic requirement is for an independent response to primary material or an independent assessment of previous scholarship on a particular topic.

Students should choose, in consultation with their supervisor, a coherent subject of study which fulfils the three following criteria:

- The subject provides intellectual challenge in evaluating an unresolved debate, or challenging the existing mainstream view, or developing a new interpretation or interpreting new primary material.

- The subject is not too large for a reasonably thorough discussion within the word limits, or too narrow to present adequate intellectual challenge.

- The bulk of the essential secondary literature on the subject is in languages which the student can read.

Supervision and study
Supervisors will advise students in their choice of topic, give bibliographic guidance, provide written comments on written drafts of parts or the whole of the dissertation and discuss any major problems or issues raised, and will check that the candidates understand and follow the guidelines for presentation and submission of the dissertation. When students have identified their field of interest and a supervisor has been chosen, supervisors and students should meet promptly to agree on a particular topic and to arrange a pattern of meetings. Although students will have most time for writing their dissertations in June to September (after completion of their taught modules), it is in their own interest — and the January deadline for the submission of titles requires them — to begin work much earlier in the year.

Students and supervisors should meet at least once before the end of the second term, and at least four times thereafter. The onus is on students to arrange any meetings with the designated supervisor. Supervisors will advise students of when they will be away and unavailable for consultation, especially in the summer period. When staff or students are away, it is permissible for
meetings to be undertaken via email exchange or Skype. Staff may utilize the
departmental Skype account and can obtain its details from the office or staff
intranet.

Students should note that supervisors can best help when written work has
been submitted for comment, and that it is unwise to expect supervisors to be
able to read and comment on substantial drafts submitted for the first time only
in August or September, without checking their availability. Students should
also note that, since this is an independent research topic, supervisors will read
only one draft of the dissertation, whether submitted as a whole or in sections;
subsequent drafts are the responsibility of the student.

Structure and bibliography
A dissertation should begin with a brief explanation of the topic chosen and the
problem(s) which the dissertation addresses. The main body of the dissertation
should consist of a structured argument or survey which discusses the relevant
primary material and main scholarly views. There should be a conclusion
summarising the candidate's own response to the problem(s) raised. To aid
clarity it often helps to divide a dissertation into a number of sections (and,
sometimes, subsections), each clearly marked off with a typographically distinct
heading. Sections may also be numbered consecutively.
The dissertation must give clear references to all material and views discussed,
so that readers (and the examiners) can locate them easily. References to
ancient authors can normally be incorporated in the main text (e.g. ‘Tacitus
(Hist. 2.13) tells us . . ’), but references to modern works are better given in
consecutively numbered footnotes or endnotes (i.e. notes at the bottom of the
page of main text to which they relate, or notes given together at the end of the
main text). A full bibliography of modern works cited must be given at the end of
the dissertation. This should not include ancient authors, unless a particular
edition is being cited specifically. The bibliography should list works in
alphabetical order of author/editor, and should give the initials and surname of
the author(s)/editor(s), the title of the work, and – for monographs (books) – its
place and year of publication, or – for articles in journals – the title of the journal,
its volume number and year, and the precise pages of the whole article.

In footnotes/endnotes the full details of books and articles do not have to be
given, as long as clear reference is made in an acceptable form to the full entry
in the bibliography. The Department recommends that you adopt the Harvard
style of referencing (which allows you to be economical with your references
and save words for argument and analysis), which works as follows:
For references to secondary literature in footnotes:
AUTHOR (DATE), page numbers for specific references

For listings in the bibliography (in alphabetical order)
FOR BOOKS: Surname, Initials. (PUBLICATION YEAR) Book Title,
Place of Publication: Publisher
FOR CHAPTERS IN BOOKS: Surname, Initials. (PUBLICATION YEAR)
‘Title of Chapter’, in Editor(s), Book Title, Place of Publication: Publisher,
page numbers of chapter

FOR ARTICLES IN JOURNALS: Surname, Initials. (PUBLICATION
YEAR) ‘Title of Article’, Title of Journal volume number, page numbers of article


FOR WEBSITES: Author of website Surname, Initials or WEBSITE name if no author is available. (Year) Title of website. Any numbers if necessary or available if website is part of a series. [Online] Available from: URL. [Accessed: date]
[Where you need to refer to more than one work by the same author from the same year add a letter to the date, e.g. “Owen (1964a)”.

Here are a few examples:

For references to ancient authors, use the standard system of references where there is one (e.g. Stephanus page numbers for Plato) and avoid using the page numbers of translations, as these vary (unless indeed you actually want to comment on the way a particular translator has handled a passage). You can check secondary literature for the appropriate way of referencing particular primary texts.

Presentation of the Dissertation
The hard copy of the dissertation must be word-processed and printed on A4 paper, using one side only, with double- or one-and-a-half-spacing of lines, adequate margins (allow 4 cm/1.5 inches to the left for binding) and consecutive numbering of pages. Quotations in Greek, or other non-Roman alphabets, may be handwritten. Remember to keep separate back-up copies as work progresses; failure of computer equipment is not normally regarded as valid grounds for an extension. The final draft should be proofread carefully for errors of fact, grammar, spelling, punctuation and typing. The final version should be produced on a good quality printer. The presentation of your dissertation is very important, so you must ensure that you leave enough time for this aspect of the project. Dissertations will be marked down if the standard of presentation is deemed inadequate.
One complete hard copy of the dissertation must be submitted (i.e. both with quoted texts, illustrations etc) in addition to the soft copy submitted on Turnitin. It must have a title sheet at the beginning, giving the student ID number of the candidate, the MA for which the candidate is registered, and the approved title of the dissertation, the name of its supervisor and its length in words (see attached model at end of this document). The hard copy must be bound. The simplest acceptable method is to put the dissertation in an open clear plastic folder held firmly along the left margin by a rigid plastic grip.

**MA dissertation titles: some illustrative examples**

- Heracleon and the making of Christian identity
- The Corrupting Greek: perceptions and receptions of Hellenisation in the late and post-Republic
- Astarte-Asherah: a metaphor for shame in the pre-exilic prophets; Hosea, Isaiah, Micah and Jeremiah
- Medea, Magic and Infanticide
- The presentation of eros in Archilochos and other Archaic Greek poetry
- The ideal mind and the ideal body in Plato
- Constructs of identity in Apuleius’ Metamorphoses
- Fragments
- The Reception of Ovid’s Exilic Poetry – Tristia and Ex Ponto; Pushkin, Malouf and Ransmayar
- The Narrative Voice in Horace’s Erotic Poetry
- The reconnection of human soul with its divine origin during earthly life in Plato
- Aristotle’s elision of the Will to Know: the reception of antiquity in Foucault’s first lecture in the Lectures on the Will to Know
- Sex sells: An examination of the regulation of male prostitution in Athenian Law, and its political and sociological implications within the body politic
- Same Plot, Different Treatment of Greek Mythology in Greek and Latin Tragedies
- Power Relationships in Lucian
- Virgil’s funeral games and epic intertextuality
- Edition of unpublished documentary and literary papyri
- Ancient Greek attitudes towards the language of poetry and the language of prose
- Binding the Shape-Shifter - a comparative study of poetic scenes from Homer to Ovid featuring metamorphosis of gods under mortal duress
- The Reception of Greek Gods in Early Magna Graecia and Rome
- Visions in Aeschylean Tragedy
- Medical diagnosis and Thucydides’ History
- Flavius Josephus and Greek Tragedy
- Reading and writing in Tom Stoppard’s The Invention Of Love
- An Investigation into the Reception of Ancient Roman Ruins in Eighteenth Century British Painting
- The Roman Triumph in Cold War Cinema (1951-1964)
- Race and racism in 21st century Hollywood epics
- Vidi, Cantavi, Vici? The Contrasting Roles of Caesar in Opera
Research ethics
The ethical implications of any piece of proposed dissertation research should be thought through with supervisors in consultation with UCL REC guidelines and regulations (especially see Exemptions). Where proposed research is estimated to be ethically sensitive, students should fill in the UCL REC form. Application to the UCL REC requires prior registration which is listed on the UCL REC site. Once complete, this form should firstly be sent to the MA Tutor for for consideration by the Department’s Research Ethics Committee, and for feedback and signature. No applications should be sent directly to UCL REC. The UCL REC looks to see if the researcher displays strong awareness of the ethical issues involved, especially relating to methodology, safe-guards, anonymity & data protection and consent from individuals and organisations.

7. Plagiarism

Examination Irregularities and Plagiarism
UCL students are expected to be aware of and adhere to UCL’s referencing and examination requirements as a condition of their enrolment:
For examinations, the UCL Examination Guide for Candidates is published annually on the Examinations and Awards website. All candidates for written examinations must ensure they are familiar with the requirements for conduct in examinations set out in this guide.
For coursework submissions, students must ensure that they are familiar with the UCL Library Guide to References, Citations and Avoiding Plagiarism which provides detailed guidance about UCL’s referencing and citation requirements. Students should also ensure that they are familiar with the specific referencing requirements of their discipline.

UCL will use plagiarism detection software to scan coursework for evidence of plagiarism against billions of sources worldwide (websites, journals etc. as well as work previously submitted to UCL and other universities). The department requires students to submit work electronically via these systems and asks students to declare that submissions are the work of the student alone.

Any student suspected of examination misconduct, plagiarism, self-plagiarism, collusion, falsification or any other form of academic misconduct which is likely to give an unfair advantage to the candidate and/or affect the security of assessment and/or compromise the academic integrity of UCL will be investigated under the Examination Irregularities and Plagiarism procedures. If misconduct is found, students are likely to be failed for that assignment and/or module. Serious or repeated offences may lead to failure of the whole year,
suspension or even expulsion. A breach of copyright or intellectual property laws may also lead to legal action.

Further information:
UCL Examination Guide for Candidates
Examination Irregularities and Plagiarism procedures – here you can also access the useful Library Guide to References, Citations and Avoiding Plagiarism.
Students can also seek advice from the Students’ Union Rights & Advice Centre

Coursework and dissertations, while based upon what you have read, heard and discussed, must be entirely your own work. It is very important that you avoid plagiarism, that is the presentation of another person’s thoughts or words as though they were your own. Plagiarism is a form of cheating, and (as described above) is regarded by UCL as a serious offence, which can lead to a student failing a module or modules, or even deregistration.

Any quotation from the published or unpublished works of other persons must be clearly identified as such by being placed inside quotation marks and students should identify their sources as accurately and fully as possible. All use you make of the words or ideas of others must be acknowledged both in specific notes and in the bibliography at the end of your work. If a dissertation involves extensive detailed discussion of particular passages of text or manuscript, or sites, monuments or objects, or sets of data, these should be presented in the dissertation as quotations, illustrations or tables.

Recourse to the services of “ghost-writing” agencies or of outside word-processing agencies which offer correction or improvement of English is strictly forbidden and students who make use of the services of such agencies render themselves liable for an academic penalty.

Why should I cite my references?
- Referring to your source material gives authority to your work and demonstrates the breadth of your research
- Your list of citations will enable readers of your work to find the information sources for themselves
- Failure to credit sources of information used for an essay, report, project, journal article or book constitutes plagiarism, and for this you may be penalised. Please see UCL policy on plagiarism in the Registry guidelines.
- Students should be aware that UCL now uses a sophisticated detection system (Turnitin) to scan work for evidence of plagiarism; this system has access to billions of systems worldwide (websites, journals etc.) as well as work previously submitted to UCL and other universities.

Tips for avoiding plagiarism
- Cite all your sources, whether you have read or heard them
- Keep full records of every source of information you use
- Place quotation marks around any words you copy verbatim and credit the source
- Use your own words when summarising or paraphrasing someone else’s words
Some Standard Abbreviations
Anon. unknown author
c., ca. circa, for approximate dates
cf. compare with
chap. chapter
ed., eds. editor, editors
et al. and others (et alii or et alia)
ibid. in the same work cited just above (ibidem)
loc. cit. in the place (or work) cited (loco citato)
n.d. no date
n.s. new series
s.l. no place of publication (sine loco)
s.n. name of publisher unknown (sine nomine)
op. cit. from the same source as one cited previously (opere citato)
p., pp. page, pages
proc. proceedings
repr. reprint
rev. revised e.g. rev. ed.
supp. or suppl. supplement
trans. translator

Additional departmental guidelines on plagiarism
All use you make of the words or ideas of others must be acknowledged both in specific notes and in the bibliography at the end of your work, and all use of words taken from others must be indicated by placing these words between quotation marks (“ “). [But for short quotations from Latin or ancient Greek authors, it is sufficient to distinguish the words by the use of italics or of Greek type.] Longer quotations should have a paragraph to themselves and be indented: see the examples below.

Consider the following:

But political oratory ultimately died also; and from the second century everything was swamped by the growth of rhetoric. It is not worth enumerating the professors of this art, increasingly numerous down to Roman times. Hesegias of Magnesia-under- Sipylos (c. 250) helped to popularise the flowery Asianic style, whose laboured rhythms can be cut up into lengths resembling modern vers libre¹ (it is uncertain whether he or Timaeus invented it); Hermagoras of Temnos (c. 150), whose Hand-book became authoritative, marks a stage on the road back to Atticism. Rhetoric was capable of some good, by teaching men to arrange their thoughts clearly; but it became one of the curses of Hellenism. Men concluded that style was everything and substance nothing; what you said was immaterial provided you said it according to rule and avoided hiatus. For some reason rhetoric intoxicated Greeks; it took the place filled to-day by cheap journalism and the cinema; men flocked to rhetorical displays as to a theatre. It debased everything it touched. Petronius said it taught people much about pirates and so forth but little about life²; and Martial summed it up in his bitter jibe at an advocate who could make fine speeches about Hannibal but was useless in a petty larceny case.³

¹ Specimen in J. B. Bury, Ancient Greek Historians, 171.
² Satirae 1.
³ Ep. 286 (VI, 19).

along with the following four extracts from hypothetical essays:
A. From the second century everything was swamped by the growth of rhetoric. There were many professors of this art, increasingly so until Roman times. Hegesias popularised the flowery Asianic style, whose laboured rhythms, to be seen for example in Bury's *Ancient Greek Historians*, are like modern free verse. Hermogoras of Temnos' authoritative *Handbook* marks a stage on the road back to Atticism. It is true that rhetoric did some good, by teaching men to arrange their thoughts clearly; but what you said was immaterial provided you said it according to rule and avoided hiatus. Men concluded that style was everything and substance nothing. Rhetoric for the Greeks took the place filled to-day by cheap journalism and the cinema, and debased everything. For Petronius it taught people much about pirates and so forth but little about life; Martial bitterly jibed at an advocate who could make fine speeches about Hannibal but was useless in a petty larceny case.

This is plagiarised *throughout*. The words are simply those of Tarn and Griffith, with slight modifications and rearrangements which are often not improvements. The style combines flatness (in the changed parts) with archaisms and slight anachronisms (would we just refer to journalism and the cinema, now? “to-day” is an old-fashioned spelling). The mention of Bury has lost its point with the omission of the page references, and it is no longer clear whether Bury talks about laboured rhythms or himself exemplifies them. But such shortcomings are not the objection, even if they are often the give-away; what is unacceptable is the unacknowledged use of Tarn and Griffith.

B. From the second century onwards political oratory gave place to the study of rhetoric for its own sake. Rhetoric was capable of some good, by teaching men to arrange their thoughts clearly; but it became one of the curses of Hellenism. Men concluded that style was everything and substance nothing; what you said was immaterial provided you said it according to rule and avoided hiatus. For some reason rhetoric intoxicated Greeks; it took the place filled to-day by cheap journalism and the cinema; men flocked to rhetorical displays as to a theatre. It debased everything it touched.*


This is also plagiarism. The source is acknowledged; but there is no indication by means of inverted commas that, while the first sentence is the author’s own, all the rest is taken verbally from Tarn and Griffith.

C. From the second century onwards political oratory gave place to the study of rhetoric for its own sake. It is true that rhetoric did some good, by teaching men to arrange their thoughts clearly; but men concluded that style was everything and substance nothing; what you said was immaterial provided you said it according to rule and avoided hiatus. "For some reason rhetoric intoxicated Greeks; it took the place filled to-day by cheap journalism and the cinema; men flocked to rhetorical displays as to a theatre. It debased everything it touched."*


So too is this. The last two sentences are acknowledged as from Tarn and Griffith; but there is no indication that “It is true ... avoided hiatus” also includes much of the original wording.

D. Tarn and Griffith¹ tell us that “political oratory ultimately died also; and from the second century everything was swamped by the growth of rhetoric.” In their view “it is not worth enumerating the professors of this art, increasingly numerous down to Roman times.” They tell us that “Hegesias of Magnesia-under-Sipylos (c. 250) helped to popularise the flowery Asianic style, whose
laboured rhythms can be cut up into lengths resembling modern *vers libre* (it is uncertain whether he or Timaeus invented it), while "Hermagoras of Temnos (c. 150), whose *Hand-book* became authoritative, marks a stage on the road back to Atticism." We must accept their judgement that, while rhetoric could "teach men to arrange their thoughts clearly", the unfortunate result was that they "concluded that style was everything and substance nothing". It did not matter what you said as long as you followed the rhetorical rules. Petronius, they tell us, said that "it taught people much about pirates and so forth but little about life"; and they add that "Martial summed it up in his bitter jibe at an advocate who could make fine speeches about Hannibal but was useless in a petty larceny case."

3. *Satyrace 1*.

This is not plagiarism, for (we think) every significant word taken from Tarn and Griffith has been placed between inverted commas (clearly the use of the single words "rhetoric" or "Petronius" does not come into this category), and the source has been acknowledged. But it is an example of "scissors-and-paste" composition, where arranging phrases from the source has been a substitute for the author’s developing the argument in his own words. Such a way of writing makes it particularly difficult both for the writer to make his own position clear, and for the reader to follow the argument; and it is not immediately obvious that, while “their” in line 8 refers to Tarn and Griffith, “they” in line 10 refers not to Tarn and Griffith but to “men”. There is also a particular inappropriateness in quoting Tarn and Griffith to tell us what Petronius and Martial said, when the author could - and should - have gone straight to the texts of those writers.

E. Tarn and Griffith argue that the study of rhetoric for its own sake, which replaced political oratory from the second century B.C. onwards, had some good results in promoting clarity of thought and argument, but that this was greatly outweighed by the pernicious effects of an emphasis on style at the expense of content. Rhetoric, they argue, was the equivalent of modern popular entertainment, and had similarly negative effects; its remoteness from practical concerns was noted by the ancients themselves, as is shown by Petronius’ reference to fanciful themes concerning pirates and by Martial’s attack on advocates who could deal with historical themes but could not plead an actual case.

2. *Satyricon* 1, cited by Tarn and Griffith, loc. cit.

This is not plagiarism, for it is a report of Tarn and Griffith’s view in the author’s own words, with proper acknowledgement of the source. What is missing, from this paragraph at least, is any element of evaluation of Tarn and Griffith’s view; is what they say the whole story, or is it, to say the least, somewhat one-sided? (In a rhetorical culture, does rhetoric always exclude seriousness?) It is important not only to report the views of modern authorities in your own words, but also to express your own judgement on the issues.
Beware of unconscious plagiarism. If you copy phrases or sentences from books or articles that you read into your notes, and then use those notes perhaps months later in writing an essay or your dissertation, will you then know where the words are your own and where they are another author’s? The only safe approach is to make it a habit always to put other people’s words between quotation marks, even in your own rough notes.

[To avoid charges of plagiarism ourselves, we should acknowledge that the basic idea for the above illustrative extracts was taken from a similar set, with different subject material, devised by Professor David French for guidelines issued by the UCL History Department; and that a similar discussion is also to be found in Andrew Northedge, The Good Study Guide, published by the Open University, 1990 and subsequently, pp.150-152. (Northedge’s book has now been followed by E. Chambers and A. Northedge, The Arts Good Study Guide, Open University 1997.])

8. Assessment & progression

Note that students may not offer for examination any piece of work which is the same as, or substantially similar to, any set work which they have undertaken as part of a previous degree in this or another University.

Marking, Second-Marking and Moderation
All work that is submitted for summative assessment is marked by a UCL Internal Examiner or Assistant Internal Examiner. All UCL programmes also include rigorous second-marking and internal moderation processes to ensure that marking is consistent and fair. Second-marking can take a number of different forms depending on the type of assessment, but the overall aim is to ensure that marking is as accurate as possible. Internal moderation also helps UCL to ensure that marking is equitable across different modules, pathways, options and electives.

External Examining at UCL
External Examiners are senior academics or practitioners from other universities who help UCL to monitor the quality of the education we provide to our students. In particular, External Examiners scrutinise the assessment processes on each programme, helping UCL to ensure that all students have been treated fairly, that academic standards have been upheld and that the qualifications awarded are comparable with similar degrees at other UK universities.

Each External Examiner submits an annual report. Faculties and departments are required to reflect on any recommendations and address any issues raised in a formal response. The report and response are discussed with Student Reps at the Staff-Student Consultative Committee, and are scrutinised by faculty, department and institution-level committees. Students can access their External Examiner’s report and departmental response via their Portico account or by contacting our Departmental Administrator in the first instance or Student and Registry Services directly at examiners@ucl.ac.uk.
Marking criteria

All taught modules and the dissertation are marked out of 100. The minimum pass mark is 50; a mark of 49 or below is a fail.

For examinations, coursework and the dissertation marks are awarded according to the following criteria (where relevant):

- Knowledge and understanding of the field and intellectual skills (such as analysis, synthesis, argument, evidence, focus, deduction);
- Techniques of research and enquiry (such as framing & creating questions; using appropriate methods; presentation of evidence; theoretical reflection);
- Scholarly practices (such as use of relevant primary and secondary sources; academic writing; referencing and citation).

70+ Work will be assessed in this range where the candidate displays sustained evidence of independent critical evaluation of primary source material, skills of analysis and synthesis, ability to sustain a relevant and focused argument, understanding of issues, methods and/or theory, clarity and accuracy of presentation, and scholarly competence.

Work will be assessed as falling in the 75-79 range where in addition to demonstrating the above qualities to a very high degree, the candidate also shows originality of thought, highly articulate and nuanced writing, and a sustained ability to argue forcefully.

Work will be assessed as falling in the 80+ range (indicating exceptional achievement), where the candidate shows – in addition to the qualities described above – an unusually strong command of the issues, methods and/or theories involved and a clear ability to formulate responses to issues in novel and productive ways.

60-69 Work will be assessed in this range where the candidate displays wide relevant reading and productive engagement with the main issues, good analytical and/or synthetic skills, the ability to construct a logical argument, good presentation of the evidence, a coherent response to the issue(s), critical thinking, command of scholarly practice, and effective use of written English. Work which is strong in the majority of these criteria will receive a mark in the upper half of the band.

50-59 Work will be assessed in this range where the candidate shows a good knowledge of relevant primary and secondary material, a general capacity to produce a coherent and focused argument and to organize ideas, displays an awareness of the main issues, and some measure of scholarly competence, including clarity of expression. Work which shows repeated flaws in these respects will receive a mark in the lower half of the band.

40-49 Work will be assessed as a fail in this range where a candidate demonstrates several of the following weaknesses: insufficient knowledge of the main issue(s); a substantial level of factual inaccuracy; failure to produce a coherent and focused discussion; lack of clarity about concepts; limited critical judgement; a poor grasp of scholarly practices. The presence of one or two of these flaws will not automatically lead to a fail mark.
Work will be assessed as a fail in this range where the candidate demonstrates a considerable number and degree of the following weaknesses: little knowledge of the field; poor knowledge base; lack of understanding; little critical ability; poor or inconsistent analysis; little skill in techniques of enquiry; poor scholarly practice.

Requirements for a Pass
For the consideration of an award of an MA degree, students must have completed 180 UCL credits and obtained an overall average mark of 50% or greater, which must include a mark of 50% or greater in the dissertation. A maximum of 25% of a programme’s taught element (excluding the dissertation) may be 'condoned' at 40–49% (i.e. will not cause a student to fail the MA).

Requirements for a Pass with Merit
A Merit is awarded to candidates where: the overall weighted average is 60% or greater and the mark for the dissertation is 60% or greater; and there are no marks below 50%, no condoned marks, no re-sit marks, and all marks are first attempts. If the weighted overall mark is 59%, an award of Merit will be made to a borderline candidate who meets the following criteria: (a) where, after rounding to the nearest integer, the mark in the dissertation is 60% or above; and (b) where at least half of the taught credits are at or above 60%, after rounding; and (c) where there is no mark below 50%, after rounding; and (d) where there are no re-sit marks and all the marks for the modules are first attempts.

Requirements for a Pass with Distinction
A Distinction is awarded to candidates with: an overall weighted average of 70%, and a mark of at least 70% in the dissertation, and there are no marks below 50%, no condoned marks, no re-sit marks, and all marks are first attempts. The Board will consider for raising candidates whose weighted average mark is within 1% of 70% (with rounding up, so that 68.5% will be counted as 69%), and who have a mark of 70% or over in the Dissertation. An award of a Distinction will be made to a borderline candidate who meets the following criteria: (a) where, after rounding to the nearest integer, the mark in the dissertation is 70% or above; and (b) where at least half of the taught credits are at or above 70%, after rounding; and (c) where there is no mark below 50%, after rounding; and (d) where there are no re-sit marks and all the marks for the modules are first attempts.

Reassessment
The Programme Scheme of Award describes the modules which students must complete and pass in order to achieve their degree. Where a student fails to meet these requirements at the first attempt, and there are no Extenuating Circumstances material to that failure, they may be reassessed on one more occasion only, unless they have been awarded a degree, are eligible for the award of a degree, or have been excluded from UCL on the grounds of academic insufficiency or as a result of misconduct. Students who have passed a module are not permitted to resit or repeat that module.
Students who fail in up to 60 taught credits will be required to Resit in the Late Summer Assessment Period. Students failing 60 or more credits will be required to Repeat the module(s), with tuition, in the following academic year.

There are separate provisions for students who fail due to Extenuating Circumstances - the Extenuating Circumstances Panel will determine the nature and timing of the Deferral, which may be offered with or without tuition/attendance.

Students who fail a Masters dissertation will normally resit by 31 January. Exceptionally, the Exam Board may decide that the extent of failure is such that the student needs to Repeat the dissertation with tuition and fees.

Taught Postgraduate students who meet the Condonement Criteria will meet the Progression and Award Requirements and will not be permitted a further attempt.

**Capping of Reassessment Marks:**
The marks for modules passed at the second attempt will be capped at the Pass Mark: 50% for modules at level 7. Students who defer their first attempt due to Extenuating Circumstances will not have their marks capped. Students deferring their second attempt (i.e. who have Extenuating Circumstances on a Resit or Repeat) will have their marks capped.

Further information:
Consequences of Failure (www.ucl.ac.uk/srs/academic-manual/c4/failure)
Reassessment (www.ucl.ac.uk/srs/academic-manual/reassessment)

**Postgraduate certificate and diploma**
1. For an award of a Postgraduate Certificate students must have completed 60 UCL credits or the equivalent 600 learning hours and obtained an overall average mark of 50% or greater.
2. A maximum of 25% of the programme may be condoned at 40-49%.
3. The award of distinction and merit cannot be given for Postgraduate Certificate.

(2) Criteria for the Award of a Postgraduate Diploma
1. For an award of Postgraduate Diploma students must have completed 120 UCL credits or the equivalent 1200 learning hours and obtained an overall average mark of 50% or greater.
2. A maximum of 25% of the programme may be condoned at 40-49%.
3. The award of distinction must be given to students on Postgraduate Diploma programmes if they have satisfied all of the following criteria:
   a. The overall average mark, based on 120 credits, is 70% or greater;
   b. There are no marks below 50%, no condoned marks, no re-sit marks, and all marks are first attempts.
UCL Feedback Turnaround Policy
Regular feedback is an essential part of every student's learning. It is UCL policy that all students receive feedback on summative assessments within one calendar month of the submission deadline. This feedback may take the form of written feedback, individual discussions, group discussions, marker's answers, model answers or other solutions (although students should note that UCL is generally unable to return examination scripts or comments on the same). Students writing dissertations or research projects should also expect to receive feedback on a draft on at least one occasion.

If, for whatever reason, a department/division cannot ensure that the one calendar month deadline is met then they will tell students when the feedback will be provided - it is expected that the extra time needed should not exceed one week. Where feedback is not provided within the timescale, students should bring the matter to the attention of the MA Tutor or Head of Department. Further information: UCL Feedback Turnaround Policy

Examinations
Students must ensure that they are aware of the regulations governing written examinations detailed in the UCL Examination Guide for Candidates on the Examinations and Awards website. Students should pay particular attention to the regulations around examination irregularities. Students who are suspected of any form of cheating or of breaching the Examination Regulations will be investigated under UCL's Examination Irregularities and Plagiarism procedures.

Intercollegiate Exams
UCL students taking examinations at other colleges as part of the University of London's Intercollegiate Scheme must abide by the regulations of the college they are attending. Similarly, students from other colleges taking examinations at UCL are subject to UCL's regulations for examinations.

Further information:
Examinations and Awards website
Examination Regulations
Examination Irregularities and Plagiarism procedures

Progression
The progression of part-time Masters students is not governed by UCL rules, but subject to the requirements for p/t students on the Classics or Reception programmes. If a student fails to progress into the next year of his or her Masters programme, then the information on resitting, repeating and substituting in the Academic Manual applies. If a student is still unable to progress after all attempts at assessment have been exhausted and the extenuating circumstances panel is not granting further attempts, the student must leave UCL, unless the department sees good cause to suspend its local rules.

Doctoral study
If you intend to continue to research after your MA, you should begin now to attend research seminars as an important preparation for the next phase of your career. The Department has its own series of seminars and postgraduate
students in the Department also run their own Lyceum research seminar series. As a researcher, you should make every effort to attend these. In addition, the Institute of Classical Studies runs one of the richest programmes of research in the field of Classics in the world (see the Postgraduate Moodle site details). You are strongly encouraged to attend the seminars in your field.

9. Learning resources and key facilities

UCL Library Services
UCL has 19 libraries and a mixture of quiet study spaces, bookable study rooms and group work areas. Each library has staff that students can ask for help. The UCL Library Services page has information for students about using the library, services available, electronic resources and training and support. Further information: Library information for students. There are also specific graduate-only spaces which you can see at the library Postgraduate Spaces site.

Institute of Advanced Studies
The Institute of Advanced Studies also has a membership scheme which allows UCL PhD and post-doctoral students/research fellows access to the IAS Common Ground.

UCL Information Services Division (ISD)
The UCL Information Services Division (ISD), the primary provider of IT services to UCL, offers IT learning opportunities for students and staff in the form of ‘How to’ guides which provide step-by-step guidance to all of ISD’s key services, including email and calendar services, user IDs and passwords, print, copy and scanning, wifi and networks. There are also opportunities for digital skills development through face-to-face training in areas such as data analysis, programming, desktop applications and more, along with individual support through drop-ins and via the ISD Service Desk. UCL also has a licence for Lynda.com which provides thousands of high quality video-based courses from programming to presentation skills. Learning on Screen (http://learningonscreen/ondemand) provides students with access of 65 free-to-air channel programming for educational usage, Kanopy (www.akanopystreaming.com) is available to students and offers a wide range of films.

E-learning services available to students include Moodle, Turnitin and Lecturecast and allow students to access online course materials or take part in online activities such as group work, discussions and assessment. Students can re-watch some lectures using the Lecturecast service and may also use interactive tools in the classroom.

ISD provides desktop computers and laptops for loan in a number of learning spaces. A map of computer workrooms is available on the ISD website. Computers at UCL run a Desktop@UCL service which provides access to hundreds of software applications to support students. It is also possible to access a large range of applications remotely, from any computer, using the Desktop@UCL Anywhere service. Students also have access to a range of free
and discounted software via ISD Software for Students (http://isd/services/software-hardware/student-software).

All students are encouraged to download the UCL-Go app, available for iOS and Android devices. The app gives access to Moodle and timetabling and shows where desktop computers are available on campus.

**UCL Centre for Languages & International Education (CLIE)**
The UCL Centre for Languages & International Education (CLIE) offers courses in over 17 foreign languages (including English), along with teacher training courses, across a range of academic levels to support UCL students and staff and London’s wider academic and professional community. CLIE provides degree preparation courses for international students, courses satisfying UCL’s Modern Foreign Language requirements and a range of UCL summer school courses. Students can also access a database of language-learning resources online through the CLIE Self-Access Centre, including film and documentary recommendations and books for self-study. Further information: CLIE website and CLIE Self-Access Centre

**Information on department/faculty library spaces/resources, IT provision/support, social spaces etc.**

**Common Room**
The departmental graduate common room is in G02 on the ground floor of Gordon House: turn into the right-hand corridor after you have passed through Gordon House Reception. There are networked PCs in the common room, as well as internal mail baskets, which you are expected to check regularly. Information Services do not enable us to provide printers. However, printing facilities are offered in the UCL Library and in UCL cluster rooms, of which there are many. The nearest is in the Institute of Archaeology next door (31-34 Gordon Square).
The Doctoral School provides a Graduate Hub, a space for graduates to meet on central campus, comprising a seminar room for group discussion and presentations, a breakout space with integrated kitchenette, and a common room. The room is located in the South Wing basement opposite the Print Room Café.

**Computers**
In addition to the PCs provided in the departmental graduate common room, UCL provides a system of networked computer cluster rooms at various locations. Please see all the UCL public cluster rooms.
A PC cluster for graduates has been set up in the Science Library (DMS Watson building) alongside other clusters. If you would like to use this facility, you will need your ID card to enter the building and your UCL User ID and password. This cluster room is open during the Science Library opening hours.

**Libraries**
Students registered at UCL are entitled to use a number of libraries:

1. UCL library, including the library of the Institute of Archaeology (Gordon Square). UCL has excellent library holdings in all areas of Greco-Roman studies.
Your UCL ID is necessary for entry and to borrow books.

2. The Library of the Institute of Classical Studies in Senate House. You will need to join either the Hellenic or the Roman Society to borrow books from this library, which is one of the best in the world. A reduced student rate is available, for which you will need sponsorship: see the Graduate Tutors.

3. The University of London library in Senate House.

4. Libraries of other Colleges and Institutes of the University of London, including King’s College and the Warburg Institute. To use the Warburg library, you will need to obtain a letter from the relevant Graduate Tutor.

5. The British Library.

Note that, to get a reader’s card, in addition to academic ID you will need proof of your address in the UK.

**Important:**
- MA students should note that, if books or fines are owing to any library when they leave London, their results will not be issued by UCL.
- If you mark a library book in any way, you will be fined and may have your library privileges withdrawn.

**Print, copy and scan services**
Card-operated printers are available throughout UCL.

**Moodle**
Moodle is UCL’s online learning space. It includes a wide range of tools which can be used to support learning and teaching. Moodle is used to supplement taught modules, in some cases just by providing essential information and materials, but it can also be integrated more fully, becoming an essential component of a module. Some modules may use Moodle to provide access to readings, videos, activities, collaboration tools and assessments. Further information: Moodle and Frequently Asked Questions and Quick Start Guide

**Portico**
Portico is the main UCL student information system which is used by all students for:
- Updating personal data such as addresses or contact numbers
- Completing online module registration
- Viewing information about programmes/modules
- Viewing examination timetables and results
- Pre-enrolment and re-enrolment
- Applying for graduation ceremonies

Further information: Portico login and Portico Helpdesk

**Fees Office**
Room G19, South Wing (Monday to Friday, 10.00 a.m. to 4.00 p.m.), Telephone: +44 (0)20 7679 4125/4128, email: fees@ucl.ac.uk. Please see Money Issues for Students.
International/Study Abroad Office
As well as providing information about degree programmes and study abroad opportunities, the International Office provides pastoral assistance to overseas students. UCL Study Abroad Team, Student Centre, ground floor, Chadwick Building. Telephone: +44 (0)20 7679 0121, fax: +44 (0)20 7679 6075. Opening hours: Monday to Friday 10.00 a.m. to 4.00 p.m. for personal callers (9.00 a.m. to 5.00 p.m. for telephone enquiries). Email: study-abroad@ucl.ac.uk.

Oyster Card
In conjunction with Transport for London (TfL), full time UCL students can apply online for a TfL Student Oyster Photocard which entitles the holder to buy student-rate Travelcards and Bus & Tram Pass season tickets valid for 7 days, one month or longer periods, which cost 30% less than adult-rate season tickets.

To be eligible for this card you must have fully enrolled on a UCL programme of study lasting at least 14 weeks, as a full time student at UCL and be over 18 years of age. We will not approve your card when you pre-enrol; you must have fully enrolled at UCL before you will be eligible. If you apply before you have fully enrolled, you risk your application being rejected and losing your application fee. If you are a part time student, your application will be rejected unless you meet the TfL criteria which can be found on the TfL website.

In order to apply online for your photocard you will need:
- Your credit/debit card number and expiry date
- A digital photograph of yourself saved as a jpeg file
- Your UCL student number (SN on the front of your UCL ID card)

Please note that you must enter your institution name correctly in order for the application to be successful - if the form does not automatically select ‘UCL’ when you type it in, please click the link to view a list of all eligible institutions and pick ‘UCL’ from the list.

Transport for London liaise with UCL directly to confirm your eligibility for the photocard scheme. The cost for each application is £10. You may use the online application process for both your first application and any subsequent applications, including replacements for lost/stolen photocards. Visit the TfL website for more information and to apply.
You will be required to re-confirm your eligibility for an +18 student Oyster photocard at the beginning of each academic year. Please note that if you extend your period of study, you will need to apply for a new Oyster photocard to cover the additional time. UCL is not responsible for any inaccuracies in your Oyster photocard end date.

National Rail
Full-time students of any age are eligible for reduced fares on national rail journeys.
10. Student Representation

*University College London Union (UCLU)*

The Union helps you to do more at UCL, experience something you’ve always dreamed of, turn a curiosity into a new passion and help you reach your potential. The Union cares about the things you care about, it’s made up of all kinds of people from all kinds of places and it’s there to fight for you when you need someone in your corner. Students’ Union UCL is the representative body of all UCL students. It is run by students for students, and is independent of UCL as a registered charity. All UCL students are automatically members of the Union (but can opt out), and the Union is run by seven full-time student sabbatical officers who are elected by cross-campus ballot each year and take a year out of their studies in order to work for the Union. Alongside the Sabbatical officers are more than 1000 voluntary representatives, elected or appointed to cover every part of UCL life. Further information: [UCLU website](#) and [Membership information](#) (including how to opt out) and [Elections information](#) (including how to run for office).

**Student Societies**

UCL students currently run over 250 different clubs and societies through UCLU, providing a wide range of extra-curricular activities for students to get involved with during their time at UCL. Please see information on the [Classical Society](#). Further information: [Students’ Union Clubs & Societies](#)

**Academic Representatives**

Your Students’ Union is there to make sure students have the best possible time while they’re studying at UCL. One of the ways we do that is by working with departments and faculties to ensure that every student is represented and has a voice in the way that the university works.

Every student at UCL will have a Course Representative or a Research Student Representative who will be your eyes, ears, and voice. They’ll work closely with staff in your department to make sure that they understand what you most value, and take action to deal with things you’d like to see improve. They’ll also work with representatives in your faculty and the Students’ Union to make things better across the whole of UCL.

If you take up a representative role, the Students’ Union will work closely with you to provide training, support, and advice, and you’ll be able to change the experience of everyone on your course or in your department for the better. Course and Research Student Representatives are appointing during early October – if you’d like to take up the role, staff in your department can tell you how.

Further information:

[Academic Representation website](#)  
[Find your Representative](#)  
[Become an Academic Representative](#)
**Staff-Student Consultative Committee**
Every department at UCL has a Staff-Student Consultative Committee (SSCC) that meets at least twice a year. The SSCC provides a forum for discussion between staff and student academic representatives. It's a great chance to work closely with staff to improve students’ learning experience, and a big part of how together we make education better at UCL.

Students can also comment on any aspect of their studies in the department through discussion with the MA Tutor in office hours or by email, through discussion with their course tutors or supervisors, or through the Postgraduate Moodle forum.

**Students’ Union Advice Service**
The Students’ Union Advice Service Rights is available to UCL students to help you with any difficulties that might occur during your time at UCL. The Advice Service specialises in:

- **Academic issues** - including examination irregularities and student complaints
- **Housing** - including contract checking and housemate disputes
- **Employment** - including unpaid wages and part time employment contracts
- **Money advice** – including advice on benefits
- Many other legal and university matters

Students can make an appointment or attend a drop-in session for free, confidential and independent advice and support. Further information: [Students’ Union Advice Service website](#)

**Student Complaints**
UCL aims to ensure that every student is satisfied with their experience of UCL. However we recognise that from time to time problems do arise and students may wish to express concern or dissatisfaction with aspects of UCL or the quality of services provided.

**Informal resolution**
Many complaints can be resolved at an informal or local level without needing to submit a formal complaint. Students can speak to their Personal Tutor, Programme Leader, Departmental or Faculty Tutor, or Student Academic Representative (StAR) if they have any concerns about their programme. They can also speak to the UCL Student Mediator or the UCLU Rights and Advice Service. UCL strongly encourages this kind of resolution and does expect students to have attempted some form of informal resolution before making a formal complaint.

**Formal complaints**
If an issue cannot be resolved at a local level, students may feel they need to submit a formal complaint using UCL’s Student Complaints Procedure. UCL aims to ensure that all complaints are treated fairly, impartially, effectively and in a timely manner, without fear of victimisation. The Complaints Procedure applies across all Schools, Faculties, Academic Departments and Professional Service Divisions. Further information: [Student Complaints Procedure](#) and [UCL Student Mediator](#) and [UCLU Rights & Advice Centre](#)
11. Student support and wellbeing
UCL is committed to the wellbeing and safety of its students and tries to give assistance wherever possible to ensure that studying at UCL is a fulfilling, healthy and enjoyable experience. There is a wide range of support services for student - the Current Students Support website provides more information. Students should be aware that, while there are many services on offer, it is their responsibility to seek out support and they need to be proactive in engaging with the available services.

The Student Centre
The Student Centre provides front-line administrative services to UCL students and is an excellent source of information about the services provided by Student Support and Wellbeing. They can also provide advice about a range of Student Records enquiries and fulfil requests for proof of student status. Further information: Student Centre website

Student Disability Services
Student Disability Services provide a comprehensive range of support services for students who have a disability which impacts upon their studies at UCL. They support students with physical and sensory impairments, specific learning difficulties, autistic spectrum disorders, mental health difficulties, and long-term health conditions. As well as arranging for adjustments to learning environments, the team loan out specialist equipment and provide one-to-one tutoring and support for students with specific learning difficulties. Further information: Student Disability Services

Student Psychological Services
Student Psychological Services is dedicated to helping UCL students with personal, emotional and psychological concerns. The Student Psychological Services Team is diverse and consists of a variety of highly trained and experienced professionals, who offer short-term CBT and psychodynamic support. There are currently two psychiatrists and ten therapists on staff with varying kinds of psychological training and expertise. Further information: Student Psychological Services

International Student Support and Welfare
The International Student Support and Welfare Team provide specialist support and advice for all non-UK students at UCL. As well as immigration information, they help to support students through the transition to university in the UK by organising the International Student Orientation Programme (ISOP) at the start of each term, and arranging regular workshops for international students which tackle particular issues. Further information: International Student Support and Welfare

Accommodation
UCL Residences provides a range of accommodation options including three Halls of Residence, self-catered student houses and intercollegiate halls shared with other colleges of the University of London. Each Hall has a Warden and Vice-Warden to support students and foster a positive environment within the accommodation. Further information: Wardens and Vice Wardens at UCL Residences
Financial support
At UCL we understand students can face a range of financial issues. We aim to help and advise students as much as possible, so that they have more control over their own financial situation. The Student Funding Team offer online information and one-to-one support through appointments as well as a drop-in service. Students with a more complex or sensitive circumstances can make an appointment with the Student Funding Welfare Adviser. Further information: UCL Financial Support

Student of Concern
There are many sources of support for students who are having difficulties, but sometimes it is hard to know how to help a student who appears to be struggling, particularly if they seem unwilling or unable to seek the help they need. Anyone concerned about the behaviour of a student, who believes the problem may be related to health and wellbeing issues, is encouraged to complete the online UCL Student of Concern Form. Depending on the concerns raised, Student and Registry Service may respond by offering support or advice to the student or the person who submitted the form, liaise with support services or, if necessary, work with the relevant authorities to ensure the student is safe. Further information: Student of Concern

Registering with a Doctor
Students are strongly encouraged to register with a doctor as soon as possible after they arrive in London so that they can access healthcare as quickly as possible if they become ill or injured. When attending a university in the UK students are also advised to be vaccinated against Meningitis C.

The Ridgmount Practice is a National Health Service (NHS) practice providing healthcare and dental services for students living within its catchment area (i.e. near the main UCL campus). Students can also choose to register with a practice closer to where they live if they prefer. The Ridgmount Practice also runs a Walk-in Surgery which any UCL student can attend, even if they are not registered with the practice. Further information: Register with a Doctor and Ridgmount Practice website

Out-of-hours support and information helpline
UCL works in partnership with Care First to provide an out-of-hours support and information helpline. The helpline is free of charge and includes access to information specialists who are trained by Citizens Advice and to professionally-qualified and BACP-accredited counsellors who can help students with a range of emotional and psychological difficulties. Further information: Care First

Crisis support - immediate help
If a student is in crisis there are a range of UCL and external sources of help such as Nightline, Ridgmount Medical Practice, Hall Wardens, Student Psychological Services and the Samaritans. Further information: Crisis Support – immediate help
Equality and Diversity
UCL fosters a positive cultural climate where all staff and students can flourish, where no-one will feel compelled to conceal or play down elements of their identity for fear of stigma. UCL is a place where people can be authentic and their unique perspective, experiences and skills seen as a valuable asset to the institution. The Equalities and Diversity website brings together a range of information on issues relating to race, gender, religion and belief, sexual orientation, and disability amongst other equalities initiatives at UCL.

Departmental Equal Opportunity Liaison Officers
Departmental Equal Opportunity Liaison Officers (DEOLOs) provide support and assistance for students and staff about issues relating to equalities and diversity.

The departmental DEOLO is the Departmental Manager.

Further information:
- Equalities and Diversity
- Support for Pregnant Students
- Support for Students who are Parents
- Religion and Belief Equality Policy for Students
- UCL LGBT Student Support Pages
- UCL Chaplain and Inter-Faith Adviser
- DEOLOs (Departmental Equal Opportunity Liaison Officers)

Harassment and bullying
Every student and member of staff has a right to work and study in a harmonious environment. UCL will not tolerate harassment or bullying of one member of its community by another or others and promotes an environment in which harassment and bullying are known to be unacceptable and where individuals have the confidence to raise concerns in the knowledge that they will be dealt with appropriately and fairly. Further information: UCL Policy on Harassment and Bullying and Students’ Union Rights & Advice Centre

Sexual harassment
It is unacceptable for any person at UCL, whether staff or student, to be subjected to any unwanted and persistent behaviour of a sexual nature. UCL is working with UCLU to implement a two-year action plan to tackle issues of sexual harassment and make sure that staff and students have access to relevant training. Any UCL student experiencing sexual harassment may access confidential support from a range of sources including their personal tutor or any other member of staff in their department or faculty who they trust, their Hall Warden, a UCLU student officer, the trained staff in the Students’ Union Rights & Advice Centre, or the UCL Student Mediator. Further information: UCLU Zero Tolerance to Sexual Harassment

Support for students who have been affected by sexual violence
UCL will do its utmost to support anyone who has been, or is being, affected by sexual violence. If a student would like to talk to somebody at UCL, the Student Support and Wellbeing Team can offer advice on the support available both internally and externally. Further information: Support for Students Who Have
12. Student Feedback

UCL’s goal is to put students’ feedback, insights and contributions at the heart of our decision-making. We value students’ feedback and work with students as partners in the process of shaping education at UCL. In recent years, as a direct result of student feedback, we extended library opening hours, opened new study spaces and scrapped graduation ticket fees for students.

Student Surveys
One of the principal ways in which UCL gathers and responds to student feedback is via online student experience surveys such as the National Student Survey, The Postgraduate Taught Experience Survey and the Student Barometer. Whether it’s about teaching, accommodation, or facilities, surveys are a chance for students to have their say about what works and what needs improving, to help us make sure that UCL is as good as it can be for current and future students. Each survey usually takes just a few minutes to complete, all responses are anonymous and some include a generous prize draw. Every piece of feedback is read and the results of each survey are then shared with staff right across UCL – including President & Provost Michael Arthur.

Further information: UCL Student Surveys

Student Evaluation Questionnaires
Departments also run Student Evaluation Questionnaires on individual modules throughout the year. This gives students the opportunity to feedback about the teaching on their specific modules, helping departments to continuously improve learning, teaching and assessment. Feedback from SEQs feeds into the Annual Student Experience Review process. Towards the end of each MA module, the course tutor will supply students with an evaluation questionnaire to fill in. The comments students make in these evaluations are read by the MA Tutor and the Head of Department and discussed with course tutors, and their key points are then discussed at the Department Teaching Committee. Student feedback of this kind can be very helpful to us in improving the learning and teaching experience of our present and future students.

The Annual Student Experience Review (ASER)
UCL’s Annual Student Experience Review (ASER) process requires all departments to undertake an annual self-evaluation and produce a development plan for how they plan to improve in the coming year. The self-evaluation involves looking at student feedback from surveys and student evaluation questionnaires as well as other data about student performance and academic standards, such as the feedback provided by the External Examiner, which helps departments to understand what is working well and what might need improving. Student Academic Representatives (StARs) are active participants in the evaluation process and creation of the development plan through discussions at departmental and faculty committees, giving students an important role in identifying and planning improvements within their department. Students can view the completed reports and action plans on the faculty/departmental intranet.

Further information: Annual Student Experience Review
**UCL ChangeMakers**
UCL ChangeMakers encourages students and staff to work in partnership with each other on educational enhancement projects to improve the experiences of students across UCL. **UCL ChangeMakers Projects** supports students and staff in running projects to improve the learning experience at UCL. Anyone with an idea, or who wants get involved, can submit a proposal for funding and support. **UCL ChangeMakers ASER facilitators** are students who work with Student Academic Representatives and staff in selected departments to formulate the departmental educational enhancement action plan. Further information: [UCL ChangeMakers](#)

### 13. Expectations of Students

The department expects students to spend about 200 hours of study time on each of their modules. This time is made up of formal learning and teaching events such as lectures, seminars and tutorials (20 hours for a 20 credit module), as well as time spent on written work (90 hours) and on independent study (90).

**Attendance requirements**
UCL expects students to aim for 100% attendance, and has a minimum attendance requirement of 70% of scheduled learning, teaching and assessment activities. If a student does not meet this requirement they may be barred from summative assessment. Further information: [Attendance Requirements and Barring Students from Assessment](#)

**Absence from Assessment**
Any student who is absent from an assessment will receive a mark of zero unless they obtain authorisation for the absence and formally defer their assessment to a later date by submitting a request for Extenuating Circumstances. Absences from assessment need to meet the criteria for Extenuating Circumstances and be supported by appropriate evidence. If Extenuating Circumstances are not approved, the mark of zero will stand.

**Tier 4 students: Absence from teaching and learning activities**
In line with UCL’s obligations under UK immigration laws, students who hold a Tier 4 visa must obtain authorisation for any absence from teaching or assessment activities. Further information: [Authorised Absence and UCL Visa and Immigration pages](#)

**ABSENCES**
1. All absences from MA classes and other teaching and learning events due to illness or other extenuating circumstances must be authorised by UCL.
2. When a student is absent from any MA classes and other teaching and learning events due to short-term illness or other short-term extenuating circumstances they must inform UCL within 48 hours. A student should inform either the departmental office or the MA module tutor (who will then report to the MA Tutor as required), i.e. a student will be expected to explain short term absences to the module tutor. Tutors will register attendance. If a tutor chases a student about an absence, s/he must respond with an explanation. Note that, if a
student is to be absent from teaching for modules in other departments, s/he should inform that module tutor and the Greek and Latin Departmental Office.

3) For absences of up to 7 consecutive days, students may self-certify their absence (i.e. a medical note etc. is not required). NB. A medical note will always be required for extensions or deferrals sought on medical grounds. So, a student can self-certify absences of up to 7 days, but not where they affect her/his ability to complete an MA assessment.

4) Absences of more than 7 consecutive days must be certified by a medical note or similar evidence and must be approved by the Faculty Tutor. In case a student is or thinks s/he will need to be absent for more than 7 days, s/he should contact the MA Tutor, who will inform the Faculty on the student’s behalf.

5) Absences of more than 14 days will not normally be authorised. In exceptional circumstances, they may be authorised by the Vice-Provost (Education and Student Affairs).

So, in summary, if a student is absent from a lecture or other learning event, s/he should inform the module tutor in advance, or at least within 48 hours. If the module tutor chases a student about an absence, the student is obliged to reply within 48 hrs of the absence. A student will need medical certification (for illness) or other supporting documents (for non-medical absences) if s/he is absent for more than 7 days. The regulations on authorizing absences can be found in full at: http://www.ucl.ac.uk/srs/academicmanual/c1/taughtregistration/absence

STUDY AWAY

Students may be permitted to study away from UCL on academic grounds – such as collecting data, conducting research, visiting libraries, or writing up their dissertation during the summer months. But such a period of study must not be taken until it is authorized by the MA Tutor. A student must inform the MA Tutor if s/he intends to study away from UCL and provide the location and the reason for doing so. The period of study away from UCL must not exceed three months and during that period a student is expected to keep in regular contact with the MA dissertation supervisor and the department.

Please see the full regulations on Study Away can be found here:
If students have any questions about absences and/or study away, please contact the MA Tutor.

Student Code of Conduct

UCL enjoys a reputation as a world-class university. It was founded on the basis of equal opportunity, being the first English university to admit students irrespective of their faith and cultural background and the first to admit women. UCL expects its members to conduct themselves at all times in a manner that does not bring UCL into disrepute. Students should ensure they read and familiarise themselves with UCL’s Student Code of Conduct and be aware that any inappropriate behaviour may lead to actions under UCL’s Student Disciplinary Procedures. Further information: UCL Student Code of Conduct and Student Disciplinary Code and Procedure
14. Extenuating Circumstances, Reasonable Adjustment and Students with disabilities

Extenuating circumstances
Extenuating Circumstances (ECs) are circumstances in a student's life which are unexpected, significantly disruptive and beyond the student's control and which may affect their performance at assessment, such as a sudden, serious illness or the death of a close relative. There are a number of ways in which UCL can help and support students experiencing difficulties, such as an extension, deferral of assessment to a later date or special assessment arrangements such as extra time in an exam or a separate room.

As a student, you are responsible for making known any circumstances which might affect your performance at the time that the problem arises. You will need to submit an EC Claim Form, together with appropriate supporting evidence from an appropriate, verifiable and independent authority such as a registered medical practitioner, as soon as possible and no later than one week after the circumstance has taken place. You will need to submit your claim to your home department/faculty - your student handbook/Moodle will tell you where to submit your claim.

Before submitting your claim, you should make sure that you read these procedures and, in particular, section 7.3 Acceptable Grounds for Extenuating Circumstances and section 7.4 Submitting a Claim. You can also consult the Extenuating Circumstances Guidance for Students, in section 6.2 of the UCL Academic Manual for more information.

Reasonable Adjustments
UCL will make Reasonable Adjustments to learning, teaching and assessment to ensure that students with a disability are not put at a disadvantage. UCL also provides Reasonable Adjustments for students who might not consider themselves to have a ‘disability’ but who nevertheless would benefit from additional support due to an ongoing medical or mental health condition. It is the responsibility of the student to request Reasonable Adjustments, and students are encouraged to make a request as early as possible. Further information: Reasonable Adjustments and Student Disability Services

Special Examination Arrangements
Special Examination Arrangements (SEAs) are adjustments to central or departmental written examinations which can be made as a Reasonable Adjustment for students with a disability or longer-term condition or as a form of mitigation for students with shorter-term medical Extenuating Circumstances. This may include, but is not limited to extra time, a separate room, rest breaks and specialist equipment. Students must make an application to use the special examination facilities.

Further information:
Special Examination Arrangements – guidance, forms and regulations
Student Disability Services
Reasonable Adjustments regulations
Illness and other Extenuating Circumstances

UCL recognises that some students can experience serious difficulties and personal problems which affect their ability to complete an assessment such as a sudden, serious illness or the death of a close relative. Students need to make sure that they notify UCL of any circumstances which are unexpected, significantly disruptive and beyond their control, and which might have a significant impact on their performance at assessment. UCL can then put in place alternative arrangements, such as an extension or a deferral of assessment to a later date. The Extenuating Circumstances Panel will determine the nature and timing of the deferral, which may be offered with or without tuition/attendance.

Longer-term conditions

The Extenuating Circumstances regulations are designed to cover unexpected emergencies; they are not always the best way to help students who might have a longer-term medical or mental health condition or a disability. Although there may be times when it is necessary for such students to use the EC regulations, students should make sure they are aware of, and take advantage of, all the other support mechanisms provided by UCL such as:

- Reasonable Adjustments
- Special Examination Arrangements
- Student Disability Services
- Student Psychological Services
- Student Support and Wellbeing
- Support to Study Policy
- UCL Student Mental Health Policy

Further information:
Extenuating Circumstances Regulations
Grounds for Extenuating Circumstances
Extenuating Circumstances Form

Support to Study Policy and Fitness to Study Procedure

Students with physical or mental health concerns are encouraged to make contact with the available support services as early as possible so that UCL can put in place reasonable adjustments to support them throughout their studies. However there may be occasions when a student’s physical or mental health, wellbeing or behaviour is having a detrimental effect on their ability to meet the requirements of their programme, or is impacting on the wellbeing, rights, safety and security of other students and staff. In such cases UCL may need to take action under the Fitness to Study Procedure.

Further Information:
Support to Study Policy
Fitness to Study Procedure
Student Disability Services
Student Psychological Services
Student Support and Wellbeing
Learning Agreements, Barring, Suspensions and Terminations of Study
Student Disciplinary Code and Procedures
You must notify the Greek & Latin department, no matter which department teaches the module(s) concerned, if you make a claim for reasonable adjustments, special examination arrangements, or extenuating circumstances. All EC forms for students from the Department of Greek and Latin should be submitted to the MA Administrator (application should be made directly to the Faculty EC Panel only in highly sensitive cases that require increased confidentiality, in which case the MA Administrator should be informed that an application has been made).

Key contacts in the department for assistance with any of the above Professor Maria Wyke and the MA Administrator.

15. Changes to Registration Status

Changes to Registration
Students wishing to make changes to their registration status should first discuss their plans with the MA Tutor who can explain the options available and help students to make the right decision. Students should also ensure that they read the relevant sections of the UCL Academic Manual before making any requests to change their academic record. Applications must be made in advance of the effective date of change.

Changing modules
If a student wishes to make changes to their individual modules, an application must be made by the MA Tutor to the Examinations Office, via the Faculty Office. The deadline for changes to modules during the session is 15 December. Any student wishing to make a change after this date must be referred to the relevant Faculty Tutor. Further information: Changes to Registration Status and change of course unit/module selection is also available here.

Changing programme
If a student wishes to transfer from one UCL degree programme to another, they must make a formal application. The deadline for change of degree programme during the academic session is 31 October each year. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu. Students are strongly advised to discuss their plan with the departments involved before requesting a change of programme on Portico. Further information: Changes to Registration Status, including programme transfers.

Interruption of studies
If a student requires a temporary break from their studies and plans to resume their programme at a future date, they must apply for a formal Interruption of Study. Further information: Changes to Registration Status, including Interruption of Study.
Withdrawing from a programme

If a student wishes to leave their degree programme prior to completing their final examinations they must apply for a formal withdrawal from their studies. Once withdrawn, the student cannot return to the programme at a later date. Applications must be made in advance of the effective date of change. Students should log in to their Portico account and complete the online application under the 'C2RS Home' menu. Further information: Changes to Registration Status

Key contacts in the department for assistance with any of the above
Professor Maria Wyke and the MA Administrator.

16. Employability and Careers

UCL Careers provides a wide variety of careers information, one-to-one guidance and events for UCL students and recent graduates, and assists them through the entire job hunting process, including exploring options, searching for vacancies, preparing CVs and applications, practicing for interviews, aptitude tests or assessment centres, and providing access to recruitment fairs and other employment-related events. They can also advise on exploring options for further study and funding. These specialised services and events are available to graduates, international students and Master’s students for up to two years following course completion.

UCL Careers also supports work-related learning, including internships and placements. UCL students who are required to complete a placement or internship as part of certain courses are supported in their search, application, and work by UCL Careers. Students can also sign up for UCL Talent Bank, a shortlisting service connecting students to small and medium sized organisations.

Further information: UCL Careers

Entrepreneurship at UCL

UCL has a long and successful track record of supporting spin-outs and start-ups developed by its academic and student communities. Many of the student and staff entrepreneurs have won external awards and achieved substantial investment allowing their enterprises to grow and reach their full potential. UCL offers a wide range of support to students ranging from training programmes, advice on whether an idea has commercial potential, one-to-one sessions with business advisers, funding, competitions and incubator space to help them start or grow their business. Further information: UCL Enterprise

17. Global citizenship

The UCL Global Citizenship Programme is a two-week programme offering students the chance to put your studies in a global context, learn new skills and see the world differently. From tackling the same global issues as UCL’s Grand Challenges to volunteering and enterprise opportunities, there is something different on offer across all years of your degree. For two weeks after summer
exams have finished, UCL provides a range of opportunities to help students boost their studies, enhance their future and make an impact on the world. The courses and activities on offer complement your academic education and help you develop the qualities of a global citizen. More information is available on the UCL Global Citizenship Programme website.

18. Data protection
UCL uses student information for a range of purposes connected with their studies, health and safety. UCL takes the protection of student information very seriously and complies with the Data Protection Act (DPA) 1988. Information about students will only be shared within UCL when necessary. UCL may also be required by law to share information with some external agencies for a variety of purposes, such as UCLU, the Higher Education Statistics Agency and UK Visas and Immigration. After students leave UCL their data is retained in the permanent archives.

Further information (data-protection@ucl.ac.uk) and UCL General Student Privacy Notice and UCL Confidential Information Statement and UCL Information Security Policies

19. Health, Safety and Security at UCL

UCL’s overall objective is to provide and maintain a safe and healthy environment for staff, students, people who work with UCL and those who visit. Health and safety is an integral part of the way in which UCL’s activities are managed and conducted. The UCL Safety Services webpage includes further information about health and safety policies and useful guidance and tools for risk assessment. The UCL Security Services webpage includes information regarding security operations, emergency contacts and tips for staying safe at UCL.

Further information:
- UCL Health and Safety Policy
- UCL A-Z Safety Guidance
- General Fire Safety for UCL Students
- UCL Security Services
- Staying Safe at UCL

The Departmental Safety Officer is the Departmental Manager (room G03, 44 +(020) 7679 7492). If you experience or observe an accident while on the premises of Gordon House, please report it to her as an online accident report form will need to be completed. Serious accidents must be reported immediately to the UCL Safety Office (ext 57246). The department has several trained first-aiders and fire evacuation marshals.

In the event of an emergency, telephone 222 (phones are in all departmental offices and in Gordon House reception).
Fire Safety
If you discover a fire, you should operate the nearest fire alarm call point and dial extension 222 on an internal phone, giving the building name. Evacuate the department via the nearest available fire exit. In the case of Gordon House, this would be:
Basement: Walk past the Heritage Science Laboratory and the stairs towards the back of the building, leave by the fire exit and turn left onto Gordon Street.
Ground floor: Walk past main reception and exit through the front door.
First floor: Walk to the fire door in room 106, which is in the far right hand corner, at the back of the room. Walk through the passage and leave by the fire exit, turn left and take the stairs down to Gordon Street. If you are in room 106, please ensure that you do use the fire exit at the back of the room rather than using the main stairway, thereby adding to the traffic on the stairway and slowing down exit.

Once clear of the building, proceed to your designated Fire Assembly Point, at the corner of Gordon Square and Gordon Street: Turn left at the front door of Gordon House and walk to the black wrought iron lamp post at the end of the road. There is a fire hydrant sign H 125/4 by the lamp post.

20. After study

Transcripts
An official transcript, detailing examinations taken and results achieved, is issued automatically to all graduating students and sent to their contact addresses as held on PORTICO approximately 8-10 weeks after the awards have been ratified by the UCL authorities.
UCL Student Records can produce additional transcripts for students on taught programmes as well as for affiliate students via the UCL Transcript Shop.

Affiliate students
Transcripts for affiliate students are issued automatically upon the students’ completion of their study at UCL and are dispatched as follows:
JYA, Exchange and Erasmus Students – transcripts are issued to the students’ home universities.
Independent affiliate students – transcripts are posted to the students’ contact addresses.
Further information: Transcripts

UCL Alumni Community
The UCL Alumni Online Community is a global network of more than 200,000 former students of UCL. Alumni can take advantage of a wide range of benefits, services and discounts – on campus, across the UK and globally – including the Alumni Card, access to thousands of e-journals and library services and a free UCL-branded email service. The UCL Alumni Online Community also posts information about events and reunions happening around the world and other ways to get involved, including the UCL Connect professional development series.
Further information: UCL Alumni and UCL Greek and Latin Alumni.
II MPHIL/PHD STUDENTS

1. Regulations and Procedures
All MPhil/PhD students are governed by UCL regulations and procedures as set out in two booklets:
- A Code of Practice for Graduate Research Degrees
- Academic Regulations and Guidelines for Research Degree Students
Students will receive these in hard copy at the start of term, and they are also available online.

1.1 Registration
All students are initially registered for the MPhil and are transferred to the PhD on satisfactory completion of the upgrade exercise, which is explained below.

1.2 Supervisory Arrangements
Each student is assigned a First and Second supervisor. The exact division of responsibility between the two supervisors is a matter for negotiation. The First Supervisor will have specialist knowledge of the general area of research; the Second Supervisor will not necessarily have direct expertise but will be available for consultation, and will read all chapters and give general advice.

In normal circumstances research students have taken a relevant MA degree and are already experienced in devising an original and manageable topic, and, with supervisory advice, completing successfully a research dissertation. The first step towards defining your MPhil/PhD topic is taken on your application form to the Department. You will receive initial advice from your potential supervisor(s) regarding its viability and originality when (or immediately after) you are interviewed. You will subsequently modify, revise and refine your research topic, gradually identifying the contents and direction of each chapter, as well as the overall thrust and argument of the thesis.

1.3 Research Log
All new research students entering UCL are required by the UCL Doctoral School to maintain the Research Log which is available online by going to the Doctoral School home page and registering. It is your responsibility to maintain your Log, and your First Supervisor will check that this is done. All students are required to fill in the Research Log at regular intervals.
The Log provides a flexible framework for recording details related to your graduate research programme, scheduled supervisory meetings and activities concerning the development of academic and key skills. Your Log will also help you to assess your progress and to plan and to chart evidence of the development of history-specific and related skills. Since the Log is designed for UCL as a whole, certain features of it may be inappropriate for those working in the arts and humanities, but it should be filled in to the best of your ability.
All students should note that the Log must be up to date before the meeting of an upgrade committee as indicated in the Doctoral School Code of Practice for Graduate Research Degrees.

1.4 Upgrade Procedure
The upgrade to PhD normally occurs in your second year, for full-time students (in the third or fourth year for part-time students). For the upgrade you will be asked to provide written evidence of your research progress consisting of a
draft chapter of approximately 10,000 words, a resume of your proposed dissertation and a bibliography. You will then be invited to discuss your research with a panel of members of staff.

1.5 Study abroad
The department has a range of exchange links across Europe through the Socrates/Erasmus scheme. These are available to postgraduate research students. If you are interested, you should contact the Erasmus tutor in the Department.

1.6 Completing Research Status (CRS)
After three years of full-time enrolment (six years part-time), students are entitled to an additional period of registration at UCL without payment of further fees: this is known as the Completing Research Period, and lasts for one year (full-time, two years part-time). The thesis must be submitted by the end of the Completing Research Period.

1.7 Completing your thesis
The Department and UCL place great emphasis on successful completion of your thesis within the allotted time.

About six months before you complete your thesis, you should submit the examination entry form.

This requires discussion with your supervisor. You will have two examiners, at least one of whom must be external to UCL: in practice both examiners are usually external to UCL (one is often from another College of the University of London).

Please note:
• You are responsible for proof-reading your thesis.
• It is your responsibility to provide your supervisor(s) with sufficient time in which to comment on final drafts of written work. You should ask him/her/them how much time is needed.
• Useful information about binders is to be found on the Registry website.

1.8 Extensions to the Completing Research Period
It is very difficult to extend CRS (completing research status). UCL regulations state the following:

‘A student who cannot submit a thesis for examination before the end of CRS due to circumstances outside the student's control, may apply for an extension. The maximum period of extension is one year, full-time and two years, part-time.

Applications must be supported by a student's department and may be made on the grounds of illness of student or close relative, maternity leave, bereavement, responsibilities as a primary carer or academic circumstances out of the control of the student. Work commitments or any duties carried out for a department are not considered grounds for extension; submission of a thesis is expected to be a priority. Applications on the grounds of the illness or termination of employment of the principal supervisor may be considered but departments are expected to make arrangements for alternative supervision under such circumstances.’

If you think you may need to apply for an extension please consult your supervisor as soon as possible.
1.9 Late submission of a thesis

UCL has now made it much more difficult to submit a thesis after the deadline and fees are charged for late thesis submission. Regulations for submission of a thesis after the end of CRS read as follows:

'With effect from the start of the 2010-2011 session, a student who does not submit a thesis before the end of his or her CRS registration will cease to be registered as a student at the end of this CRS period. He or she will not be entitled to access to UCL facilities and services and will not be entitled to supervisory advice. In addition, any student who wishes to submit after the end of his or her CRS registration will require permission to do so; this must be supported by a student’s supervisor or other departmental authority. If granted, the student will be permitted to submit but will not be re-registered unless his or her department require this.'

2. Seminars and Conferences

The Department hosts seminars and lectures throughout the year. As a researcher you should make every effort to attend these.

Departmental research seminars 2017/2018 will take place on:

- Wednesday 22 November 2017 from 2.00 p.m. to 4.00 p.m.
- Wednesday 28 February 2018 from 2.00 p.m. to 4.00 p.m.

Staff and research students will present aspects of their research over an afternoon of discussion; refreshments provided. Research students also run their own Lyceum seminar.

In addition, the Institute of Classical Studies runs one of the richest programmes of research in the field of Classics in the world. You are strongly encouraged to attend the seminars in your field.

**London Seminar in Greek and Latin literature:** Mondays at 5.00 p.m.

**London Ancient History Seminar:** Thursdays at 4.30 p.m.

**London Ancient Philosophy Seminar:** Mondays at 4.30 p.m.

**Graduate Work-in-Progress seminar:** Fridays at 4.30 p.m.

There are also many conferences and workshops both at the ICS and elsewhere and you should keep abreast of opportunities to attend these, since this is an important part of your research training. The **Classical Association** annual general meeting is particularly important in this respect. The Classical Association conference for 2018 will take place in Kent from 6 to 9 April 2018. Further information can be found at. In and after your second year you may wish to offer a seminar paper at one of these events. You should discuss possibilities with your supervisor in the first instance. The Faculty of Arts and Humanities offers support for research student conferences and conference travel and the Doctoral School may provide matching funding. In addition, many conferences offer student bursaries.
Anonymised coversheet for coursework submitted via TURNITIN in partial fulfilment of the requirements for the degree of

MA in Classics/Reception of the Classical World

Student ID number:

College where module is taught:

Department where module is taught:

Title of module:

Name of module tutor:

Title of essay/assignment (and number out of total required for module):

This title has been approved by the module tutor:

Date of submission:
Signed Coversheet for coursework submitted in partial fulfilment of the requirements for the degree of

MA in Classics/Reception of the Classical World

(TO BE SUBMITTED TO THE FINANCE AND EVENTS ADMINISTRATOR ELECTRONICALLY)

Student ID number:

College where module is taught:

Department where module is taught:

Title of module:

Name of Module Tutor:

Title of essay/assignment (and no):

This title has been approved by the Module Tutor:

Candidate's declaration: I confirm that this essay/assignment is entirely my own work. All sources and quotations have been acknowledged. The main works consulted are listed in the bibliography.

The total length of the essay/assignment (text and footnotes) is ........... words.

Candidate's signature:

Date of Submission:
Anonymised dissertation coversheet for Turnitin

Dissertation submitted

in partial fulfilment of the requirements for the degree of

__________________________________________

MA in Classics/Reception of the Classical World
University College London

APPROVED TITLE:

STUDENT ID NUMBER:

(cover sheet with student number to be submitted digitally via Turnitin
and inserted into hard copy of the dissertation)

Department of Greek and Latin
University College London

Supervisor:
Dr/Prof:______________________________________________________

Candidate’s declaration:

I confirm that this dissertation is entirely my own work. All sources and
quotations have been acknowledged. The main works consulted are listed in
the bibliography.

The total length of the dissertation (text and footnotes) is . . . . . . . . . words.

Date of Submission:

Departmental Countersignature:

Note: This dissertation is an unrevised examination copy for consultation only,
and may not be quoted or cited without the permission of the Chairman of the
Board of Examiners.
Signed Coversheet for dissertation submitted in partial fulfilment of the requirements for the degree of

MA in Classics/Reception of the Classical World

(TO BE SUBMITTED TO THE FINANCE AND EVENTS ADMINISTRATOR ELECTRONICALLY)

Student ID number:

College where module taught: University College London

Department where module taught: Greek and Latin

Title of dissertation:

Name of Supervisor:

This title has been approved by the Supervisor.

Candidate's declaration: I confirm that this dissertation is entirely my own work. All sources and quotations have been acknowledged. The main works consulted are listed in the bibliography.

The total length of the Dissertation (text and footnotes) is .................... words.

Candidate's signature:

Date of Submission: