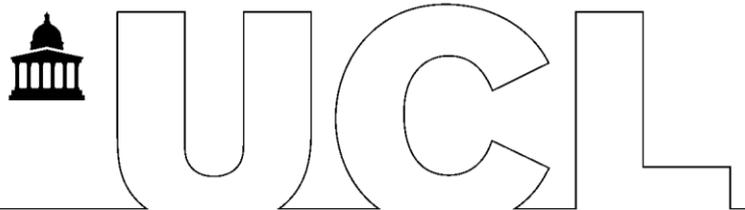


UCL DEPARTMENT OF GREEK AND LATIN



***UNDERGRADUATE  
HANDBOOK***

***2013-14***

**PLEASE RETAIN FOR REFERENCE**

The information in this handbook is believed to be accurate at the time of going to press; arrangements are, however, subject to modification both before and during the academic year. Students who are in any doubt about the requirements for their degree programme should consult their degree programme tutor:

**Ancient World** - Dr Rosie Harman – *rosie.harman@ucl.ac.uk*

**Classics and Joint Degrees** (e.g. French and Latin) – Professor Miriam Leonard – *m.leonard@ucl.ac.uk*

**Classics with Study Abroad and Ancient World with Study Abroad degrees** – Dr Nick Gonis (term 1) – *n.gonis@ucl.ac.uk*; Prof Chris Carey (terms 2 and 3) – *c.carey@ucl.ac.uk*

Additional information about the **Department of Greek and Latin** may be found on the Web at <http://www.ucl.ac.uk/classics>

**Information for New Students** is available on the UCL web at <http://www.ucl.ac.uk/new-students/>

# CONTENTS

## **Section 1: General Information**

Term Dates  
Who's Who in the Department of Greek and Latin  
Department's address & contact details  
Greek & Latin Departmental Staff and their research interests  
Departmental Calendar

## **Section 2: Daily Life in the Department**

What you can expect from us  
What we expect from you  
Whom to contact and when  
Part-time Students  
UCL e-mail address  
Portico  
Student Common Room  
Computers, Photocopiers & Printers  
Careers  
Health & Safety

## **Section 3: Getting Involved in Departmental Life**

Staff-Student Consultative Committee  
Student Feedback  
Tutorial Arrangements  
Attendance  
Class Registers  
Greek Play at the Bloomsbury Theatre

## **Section 4: Courses and Assessment**

Essay Length  
Deadlines  
Request for Extension  
Late Submission of Coursework  
Over-length Coursework, including dissertations  
Return of Coursework Essays  
CLAS3901 Extended Essay on an Approved Subject (0.5 unit)  
CLAS3902 Year-Abroad Dissertation (1 unit)  
Guidance on writing coursework essays, extended essays and year-abroad dissertations  
Recording of lectures

## **Section 5: Examinations**

Assessment Criteria  
The Role of the Examiners  
Examinations  
Dyslexia & other special exams arrangements

## **Section 6: Your Degree**

General guidance  
BA Classics  
BA Latin with Greek or Greek with Latin  
BA Ancient World  
Study Abroad Programmes  
UCL Global Citizenship Programme

Brief A-Z of Useful UCL Contacts  
*Appendix 1: Greek and Latin Departmental Prizes*  
*Appendix 2: Coursework Extension Request Form*  
*Appendix 3: Extenuating Circumstances Forms*  
*Appendix 4: Undergraduate Student Progress Form*

This booklet is intended to help new students, whether from overseas or the UK, to become familiar with the Department and its locality, and to provide some helpful general information and advice in an informal way. It is not intended to be comprehensive and should be used in conjunction with UCL's Student Handbook which describes UCL's facilities and services available to students. Staff in the Department can also offer advice.

## Section 1: GENERAL INFORMATION

### Term Dates for Academic Year 2013-14

Term	Date
First Term	Monday 23 September 2013 - Friday 13 December 2013
Second Term	Monday 13 January 2014 - Friday 28 March 2014
Third Term	Monday 28 April 2014 - Friday 13 June 2014

## CLOSURES AND BANK HOLIDAYS

### UCL Closures

#### Christmas

CLOSE - Friday 20 December 2013 at 5.30 p.m.  
RE-OPEN - Thursday 2 January 2014

#### Easter

CLOSE - Wednesday 16 April 2014 at 5.30 p.m.  
RE-OPEN - Wednesday 23 April 2014

## 1.2 WHO's WHO in the Department of Greek and Latin

Role	Member of Staff
<b>Head of Department</b> Chair of Department Staff Student Committee and Departmental Committee	<b>Professor Gesine Manuwald</b> Room 101, Gordon House Tel: 020 7679 4575 Email: <a href="mailto:g.manuwald@ucl.ac.uk">g.manuwald@ucl.ac.uk</a>
<b>Deputy Head of Department</b>	<b>Professor Chris Carey</b> Room 104, Gordon House Tel: 020 7679 7491 Email: <a href="mailto:c.carey@ucl.ac.uk">c.carey@ucl.ac.uk</a>
<b>Departmental Tutor</b> <b>Joint Degrees Tutor</b> Chair of Departmental Teaching Committee	<b>Professor Miriam Leonard</b> Room 105, Gordon House Tel: 020 7679 7493 Email: <a href="mailto:m.leonard@ucl.ac.uk">m.leonard@ucl.ac.uk</a>
<b>Ancient World Programme Tutor</b> Chair of Ancient World Steering Committee	<b>Dr Rosie Harman</b> Room 108, Gordon House Tel: 020 7679 1030 Email: <a href="mailto:rosie.harman@ucl.ac.uk">rosie.harman@ucl.ac.uk</a>
<b>UG Admissions Tutor</b>	<b>Dr Fiachra Mac Góráin (term 1)</b> Room 107, Gordon House Tel: 020 7679 4571 email: <a href="mailto:f.macgorain@ucl.ac.uk">f.macgorain@ucl.ac.uk</a> <b>Dr Jenny Bryan (terms 2 and 3)</b> Room G04, Gordon House Tel: 020 7679 4577 Email: <a href="mailto:jenny.bryan@ucl.ac.uk">jenny.bryan@ucl.ac.uk</a>
<b>Chair of Classics/Ancient World BA Exam Board</b>	<b>Dr Nick Gonis</b> Room 102, Gordon House Tel: 020 7679 7490 email: <a href="mailto:n.gonis@ucl.ac.uk">n.gonis@ucl.ac.uk</a>
<b>Study Abroad Degrees &amp; Affiliate Tutor</b>	<b>Dr Nick Gonis (terms 1)</b> Room 102, Gordon House Tel: 020 7679 7490 email: <a href="mailto:n.gonis@ucl.ac.uk">n.gonis@ucl.ac.uk</a> <b>Professor Chris Carey (terms 2 and 3)</b> Room 104, Gordon House Tel: 020 7679 7491 Email: <a href="mailto:c.carey@ucl.ac.uk">c.carey@ucl.ac.uk</a>
<b>Careers Advisor</b>	<b>Dr Antony Makrinos</b> Room G07, Gordon House Tel: 020 7679 4573 Email: <a href="mailto:a.makrinos@ucl.ac.uk">a.makrinos@ucl.ac.uk</a>

<b>Administrative Assistant</b>	<b>tbc</b> Room G05, Gordon House Tel: 020 7679 7522 Email: <a href="mailto:classicsoffice@ucl.ac.uk">classicsoffice@ucl.ac.uk</a>
<b>Administrative Officer</b> Admissions Assistant Equal Opportunities Officer Fire and Safety Officer First Aider	<b>Ms Val Schofield</b> Room G05, Gordon House Tel: 020 7679 7522 Email: <a href="mailto:classicsoffice@ucl.ac.uk">classicsoffice@ucl.ac.uk</a>
<b>Departmental Administrator</b> Examination Liaison Officer Fire and Safety Officer First Aider	<b>Ms Mary Moloney</b> Room G03, Gordon House Tel: 020 7679 7492 Email: <a href="mailto:mary.moloney@ucl.ac.uk">mary.moloney@ucl.ac.uk</a>
<b>Graduate Tutor - MA Classics and MA Reception of the Classical World</b>	<b>Professor Chris Carey</b> Room 104, Gordon House Tel: 020 7679 7491 Email: <a href="mailto:c.carey@ucl.ac.uk">c.carey@ucl.ac.uk</a>
<b>Graduate Tutor (Research)</b>	<b>Dr Stephen Colvin</b> Room G06, Gordon House Tel: 020 7679 4570 Email: <a href="mailto:s.colvin@ucl.ac.uk">s.colvin@ucl.ac.uk</a>
<b>Widening Participation &amp; Schools Liaison Officer</b>	<b>Dr Peter Agócs</b> Room 103, Gordon House Tel: 020 7679 4578 Email: <a href="mailto:p.agocs@ucl.ac.uk">p.agocs@ucl.ac.uk</a>
<b>Greek Play</b>	<b>Dr Rosa Andújar</b> Room B05 Gordon House Tel : 020 7679 8792 Email: <a href="mailto:r.andujar@ucl.ac.uk">r.andujar@ucl.ac.uk</a>

**Department's address & contact details**

Departmental Office Room G05  
Telephone number 020 7679 7522  
Fax Number 020 7679 7475  
Email Address [classicsoffice@ucl.ac.uk](mailto:classicsoffice@ucl.ac.uk)

<b>Departmental Postal Address (and UCL official address):</b> Department of Greek and Latin University College London Gower Street London WC1E 6BT	<b>Departmental Location:</b> Gordon House 29 Gordon Square London WC1H 0PP
---	--

Tel: 020 7679 2000 (main switchboard). The UCL main switchboard is normally open from 08.45 until 17.30 on Monday to Thursday and from 08.45 until 17.00 on Friday.

UCL map: <http://www.ucl.ac.uk/locations/ucl-maps/ucl-bloomsbury-campus-map>

UCL route-finder: <http://crf.casa.ucl.ac.uk/startPage.aspx>

Getting to UCL: <http://www.ucl.ac.uk/find-us/public-transport>

### 1.3 Greek and Latin Departmental Staff and their research interests

<p><b>Dr Peter Agócs</b>  <i>Lecturer in Greek Literature</i>  Reception and poetics of early Greek hexameter poetry as well as choral and monadic lyric.</p>	<p><i>Email:</i> <a href="mailto:p.agocs@ucl.ac.uk">p.agocs@ucl.ac.uk</a>  Room 103, Gordon House  Tel: 020 7679 4578</p>
<p><b>Dr Rosa Andújar</b>  <i>The A. G. Leventis Research Fellow</i>  Later Greek literature and religion, and reception of Greek drama in postcolonial contexts.</p>	<p><i>Email:</i>  <a href="mailto:r.andujar@ucl.ac.uk">r.andujar@ucl.ac.uk</a>  Room B05, Gordon House  Tel : 020 7679 7522</p>
<p><b>Dr Jenny Bryan</b> (<i>on research leave in term 1</i>)  <i>Lecturer in Greek &amp; Classical Philosophy</i>  Ancient Philosophy, especially Plato and the Presocratics.</p>	<p><i>Email:</i>  <a href="mailto:jenny.bryan@ucl.ac.uk">jenny.bryan@ucl.ac.uk</a>  Room G04, Gordon House  Tel: 020 7679 4577</p>
<p><b>Professor Chris Carey</b>  <i>Professor of Greek</i>  Greek literature, esp. archaic Greek poetry; oratory and law; drama</p>	<p><i>Email:</i> <a href="mailto:c.carey@ucl.ac.uk">c.carey@ucl.ac.uk</a>  Room 104, Gordon House  Tel: 020 7679 7491</p>
<p><b>Dr Stephen Colvin</b>  <i>Reader in Classics and Comparative Philology</i>  Greek literature and language; sociolinguistics; Greek dialectology and social history; Mycenaean Greek</p>	<p><i>Email:</i> <a href="mailto:s.colvin@ucl.ac.uk">s.colvin@ucl.ac.uk</a>  Room G06, Gordon House  Tel: 020 7679 4570</p>
<p><b>Dr Nick Gonis</b>  <i>Reader in Greek Papyrology</i>  Literary and documentary papyrology; Egypt from Augustus to the Abbasids; later Greek poetry</p>	<p><i>Email:</i> <a href="mailto:n.gonis@ucl.ac.uk">n.gonis@ucl.ac.uk</a>  Room 102, Gordon House.  Tel 020 7679 7490</p>
<p><b>Dr Rosie Harman</b>  <i>Lecturer in Greek Historiography</i>  Greek historiography and ethnography; identity; politics of representation.</p>	<p><i>Email:</i>  <a href="mailto:rosie.harman@ucl.ac.uk">rosie.harman@ucl.ac.uk</a>  Room 108, Gordon House  Tel 020 7679 1030</p>
<p><b>Professor Miriam Leonard</b> (<i>on partial leave on 2013-14</i>)  <i>Professor of Greek Literature and its Reception</i>  Intellectual history of classics; reception of antiquity in modern European thought; Greek literature and ancient philosophy.</p>	<p><i>Email:</i> <a href="mailto:m.leonard@ucl.ac.uk">m.leonard@ucl.ac.uk</a>  Room 105, Gordon House  Tel: 020 7679 7493</p>
<p><b>Dr Fiachra Mac Góráin</b> (<i>on research leave in term 2</i>)  <i>Lecturer in Latin</i>  Augustan poetry, especially Virgil; Virgilian exegesis; Dionysus in Latin poetry; intertextuality; the reception of Virgil in Ireland</p>	<p><i>Email:</i>  <a href="mailto:f.macgorain@ucl.ac.uk">f.macgorain@ucl.ac.uk</a>  Room 107, Gordon House  Tel: 020 7679 4571</p>
<p><b>Professor Gesine Manuwald</b>  <i>Professor of Latin</i>  Roman drama; Roman epic; Cicero's speeches; reception studies, esp. Neo-Latin</p>	<p><i>Email:</i>  <a href="mailto:g.manuwald@ucl.ac.uk">g.manuwald@ucl.ac.uk</a>  Room 101, Gordon House  Tel: 020 7679 4575</p>
<p><b>Dr Mairéad McAuley</b> (<i>on maternity leave in 2013-14</i>)  <i>Lecturer in Latin Literature</i>  Roman imperial epic from Virgil to Statius, Senecan tragedy and philosophy.</p>	<p>Room G01, Gordon House  Contact details to be confirmed.</p>

<b>Professor Maria Wyke</b> ( <i>on partial leave in 2013-14</i> ) <i>Professor of Latin</i> Latin love elegy; Julius Caesar; reception studies	<i>Email : <a href="mailto:m.wyke@ucl.ac.uk">m.wyke@ucl.ac.uk</a></i> Room B05, Gordon House Tel : 020 7679 8792
---	--

### FULL-TIME TEACHING FELLOWS

<b>Dr Philippa Bather</b> Roman verse satire, esp. Horace and Persius; Augustan poetry; intertextuality; narratology	<i>Email:</i> <a href="mailto:p.bather@ucl.ac.uk">p.bather@ucl.ac.uk</a> Room G01, Gordon House Tel: 020 7679 4576
<b>Dr Antony Makrinos</b> Homer, scholarship in Byzantium (esp. reception of the Homeric text with emphasis on allegorical interpretation), modern reception of Homer.	<i>Email:</i> <a href="mailto:a.makrinos@ucl.ac.uk">a.makrinos@ucl.ac.uk</a> Room G07, Gordon House Tel: 020 7679 4573

### Departmental Calendar 2013-14

This chart lists all the important dates during this academic year, including the term dates, Staff-Student Committees & Tutorial Weeks. Please make a note of them in your diary now. **DATES FOR IN-CLASS TESTS & COURSEWORK DEADLINES ARE SET BY COURSE TUTORS.**

<b>SEPTEMBER 2013</b>	
Monday 23	Start of Term 1 – see induction week programme
	<b>TUTORIAL MEETING 1</b>
Monday 30	Teaching begins
<b>NOVEMBER</b>	
Monday 4 – Friday 8	READING WEEK
<b>Monday 11 – Friday 15</b>	<b>TUTORIAL MEETING 2</b>
<b>DECEMBER</b>	
Wednesday 4	UG Staff/Student Committee 1
Friday 13	End of Term
Friday 20	UCL closes for Christmas
<b>JANUARY 2014</b>	
Thursday 2	UCL re-opens
Monday 13	Start of Term 2
<b>Monday 20 – Friday 24</b>	<b>TUTORIAL MEETING 3</b>
<b>FEBRUARY</b>	
Wednesday 5	UG Staff/Student Committee 2
Tuesday 11 – Thursday 13	" <i>Clouds</i> " by Aristophanes, Bloomsbury Theatre
Monday 17 – Friday 21	READING WEEK
<b>Monday 24 – Friday 28</b>	<b>TUTORIAL MEETING 4</b>
<b>MARCH</b>	
Friday 28	End of Term 2
<b>APRIL</b>	
Wednesday 16	UCL closes for Easter
Wednesday 23	UCL re-opens
Monday 28	Start of Term 3
<b>Monday 28 – Friday 2</b>	<b>TUTORIAL MEETING 5</b> REVISION WEEK Classes

<b>MAY</b>	
Tuesday 6	Exams begin
Friday 30, 1-3 pm	End-of-term Party in Gordon Square Gardens
Friday 30, 3 pm	Greek Play Elections for 2015
<b>JUNE</b>	
Friday 13 June	Term 3 ends

## **Section 2: DAILY LIFE IN THE DEPARTMENT**

### **2.1 What you can expect from us**

1. To provide interesting, helpful and challenging teaching of a Classics curriculum, which is both traditional and innovative, and, within the class environment, to provide appropriate opportunities for practice and discussion.
2. To take account of comments made to us by individuals on teaching and related matters, through the staff-student committees or through student evaluation forms.
3. To be available to resolve questions and problems. Please remember that members of staff have commitments to courses other than those you are taking, and to their research and administration. Staff have designated “office hours” during which you are entitled to drop in to see them. Otherwise, you may make an appointment by email.
4. To offer you both a personal and a programme tutor to give you support throughout your degree programme.
5. To write end-of-term reports evaluating your performance and suggesting areas for improvement which your personal tutor will go through with you in person.
6. Within a reasonable timeframe, to give you feedback on your performance in class and on your coursework submitted during the term.
7. To write references for you based on their knowledge of your performance during your time in the department.
8. To provide an environment where you can explore your academic interests and develop your personal skills through a range of media.
9. To examine on an annual basis the range and levels of course offerings to provide a wide variety of challenges such as you would expect from one of the best Classics departments in the UK.
10. To maintain a rigorous selection of both staff and students in order to maintain an environment of academic excellence.
11. To represent the interests of Classics and its students within the Faculty and the University overall.
12. To provide leadership in the discipline of Classics.
13. To help, encourage and support our staff in the pursuit of their research, which then provides you with a stimulating, research-led learning environment.

### **2.2 What we expect from you**

1. Read carefully all departmental publications (induction handbook, student handbook, course instructions provided on Moodle and in course packs).

2. Read your **UCL e-mail** every day and respond to requests for action.
3. Check departmental notice boards **and your pigeon-hole.**
4. Set aside at least 40 hours each week for academic work. Come to class having prepared any work required by the course organiser.
5. To attend all classes and lectures. If your attendance falls below the departmental minimum (80%) without good cause, you are liable to be excluded from that course.
6. To know your individual essay deadlines and meet them.
7. To know your exam candidate number and to provide it for relevant coursework assignments. Please note that it is essential that you have the correct candidate number and you will receive a different candidate number for every academic year.
8. To visit your personal tutor no fewer than 5 times for first year students and 3 times for other students during the year at each of the Departmental Tutorial Meeting Weeks (see Departmental Calendar on page 8).
9. Observe the weekly office hour 'surgeries' for visits to your tutors.
10. Inform your course teacher if you are unwell and unable to attend class.
11. Inform your tutor if you are in difficulties (financial or health) which are affecting or could affect your studies.
12. To produce written work according to the guidelines of the different departments that run the courses you are taking.
13. To consult and obtain approval from your tutor before changing, adding or dropping courses. Changes of course are not allowed after December (except for certain concessions relating to courses not starting until the second term).
14. To comment on teaching by completing the student evaluation forms.
15. To maintain a record of your UCL activities other than those formally assessed – both those which are subject-related (such as the Greek Play, or participation in archaeological digs) and those which are not (such as holding office in sports clubs, etc.). The intention is that this should build up into a CV which will be useful both for you, in applying for jobs, and to your tutors in writing references.

### **2.3 Whom to Contact and When**

- If you are unable to attend a class because of illness or other good cause, **you must** inform by email the relevant course tutor(s), directly or via the Departmental Office.
- If you are absent through illness, you are required to provide a doctor's letter or medical certificate on return, explaining the reasons for absence, and hand it into the Departmental Office, room G05.
- 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 your Personal Tutor in the first instance, or, if she/he is not available, the Departmental/AWS Programme Tutor.

- If you have a query about your course or examination registration, **you should contact Val Schofield, Administrative Officer in room G05; [classicsoffice@ucl.ac.uk](mailto:classicsoffice@ucl.ac.uk)** .
- If you wish to **change** or **withdraw from a course unit or your degree programme**, you should consult:

#### ***Classics Degrees (i.e. Classics, Latin with Greek, Greek with Latin)***

Departmental Tutor: Professor Miriam Leonard, either during her office hours in room 105 or via her email address [m.leonard@ucl.ac.uk](mailto:m.leonard@ucl.ac.uk) (tel.: 020 7679 7493)

#### ***Ancient World***

Ancient World Programme Tutor: Dr Rosie Harman, either during her office hours in room 108 or via her email address [rosie.harman@ucl.ac.uk](mailto:rosie.harman@ucl.ac.uk) (tel.: 020 7679 1030).

#### ***Classics/AWS with Study Abroad***

Study Abroad Tutor: Dr Nick Gonis (term 1), either during his office hours in room 102 or via his email address [n.gonis@ucl.ac.uk](mailto:n.gonis@ucl.ac.uk) (tel: 020 7679 7490); Chris Carey (terms 2 and 3), either during his office hours in room 104 or via his email address [c.carey@ucl.ac.uk](mailto:c.carey@ucl.ac.uk) (tel.: 020 7679 7491).

If you need a reference, you should ask the member of academic staff who knows you best.

If you feel that you have a grievance or complaint you should discuss it with your personal tutor or the Departmental/Ancient World Programme Tutor in the first instance. For details of grievance procedures, see <http://www.ucl.ac.uk/academic-manual/part-5/student-grievance-procedure>

If you need to apply for special exam provisions for a medical condition, you should contact the Gower Place Practice, UCL Health Centre.

If you have a problem, you may speak to any one of the following about it:

- Your personal tutor
- Your course tutor
- The Programme Tutor of your degree programme, i.e.:  
Classics – Professor Miriam Leonard ([m.leonard@ucl.ac.uk](mailto:m.leonard@ucl.ac.uk))  
Ancient World – Dr Rosie Harman ([rosie.harman@ucl.ac.uk](mailto:rosie.harman@ucl.ac.uk)).

## **2.4 Part-time Students**

If you are studying part-time, you may take no more than two units in any one year and must take and pass at least 1.5 units. You must obtain approval for your course choices from the relevant Departmental/Programme Tutor. Just as for full-time students, you are assigned a Personal Tutor.

## **2.5 UCL E-mail Address**

After you have enrolled with UCL and registered with Information Systems, you will be allocated a UCL e-mail address. It is your responsibility to check your UCL e-mail every day. **Your tutors and central administration will use your UCL (not your personal) e-mail address** and will expect you to read and act promptly upon all messages sent to you at this address and not to any personal hotmail or other address. To find out more about email, go to: [www.ucl.ac.uk/isd/students/mail/live](http://www.ucl.ac.uk/isd/students/mail/live)

## 2.6 Portico

You are responsible for keeping your student record, such as your address and telephone numbers, up-to-date on Portico, the online Student Information Service, Portico, at the website <http://www.ucl.ac.uk/portico>. To access this, you will need your UCL username and password. Both the UCL Registry and the Department will use the information provided on Portico to get in touch with you and we will assume that details on Portico are correct.

**Online Timetable** – when you have completed your course selections on Portico, you may then visit <http://www.ucl.ac.uk/timetable> to see your personal timetable with room allocations. Please check this regularly as rooms can change throughout the term. This may also be communicated to you by your course tutor via the **Moodle** course web page.

**Week Numbering** – please note that UCL numbers the weeks of the year, starting in the week of 1 September. So, the first week of term (w/c 23 September 2013) is week 5; Term 1 teaching is in weeks 6-10 and 12-16; and Term 2 teaching is in weeks 20-24 and 26-30. Timetabling information for Greek and Latin courses is also posted on the notice boards in the Department outside the undergraduate common room.

## 2.7 Student Common Room

The newly refurbished undergraduate Common Room is room G10 on the ground floor of Gordon House: turn into the **left-hand** corridor after you have passed through Gordon House Reception. There are networked PCs in the common room as well as **pigeon-holes** which you are expected to check regularly as well as the noticeboards. There are no tea or coffee facilities in the common room because of health and safety issues and the proximity of the Bloomsbury Theatre Cafe and UCL refectory directly across the road. We do not provide printing facilities in our common rooms (undergraduate or graduate), due to maintenance issues as well as the wide provision of IT support facilities across UCL (see 2.8 below).

## 2.8 Computers, Photocopiers and Printers

UCL provides a system of networked computer cluster rooms at various locations, including the undergraduate common room (G10), which is open Monday to Friday, 9a.m. to 6 p.m. A map showing all public cluster rooms can be found at [www.ucl.ac.uk/isd/students/workrooms/locations](http://www.ucl.ac.uk/isd/students/workrooms/locations).

Students are given a free printing allowance of £12 per academic year, equivalent to c. 80 pages per term. See [www.ucl.ac.uk/isd/students/workrooms/printing](http://www.ucl.ac.uk/isd/students/workrooms/printing) for further details. See: [www.ucl.ac.uk/isd/students/training](http://www.ucl.ac.uk/isd/students/training) for information about computer training.

Card-operated photocopiers are available in the Library. There are no photocopiers or printers in the Department.

## 2.9 Careers

The Department's Careers Tutor is Dr Antony Makrinos, Room G07, Gordon House; tel: 020 7679 4573; email: [a.makrinos@ucl.ac.uk](mailto:a.makrinos@ucl.ac.uk)

The UCL Careers Service (4th Floor, ULU Building, Malet Street) works with individuals at any stage in their academic career, whether or not they know what they want to do.

The Careers Advisor for the Greek and Latin Department in 2013-14 is Robert Donovan [r.donovan@ucl.ac.uk](mailto:r.donovan@ucl.ac.uk). The Careers Service offers a comprehensive careers information and advice/guidance service, plus a varied events programme. It offers a number of core services such as:

- one-to-one career advice including CV and application checking
- a comprehensive careers information library with some take-away resources
- an online job vacancies site
- career planning workshops
- career fairs
- employer presentations.

It also offers a range of bespoke activities which run throughout the academic year aimed at specific departments or groups of students such as first-years or international students. To receive emails about graduate jobs, internships, serious work experience and forthcoming events that match your preferences, sign up to UCLAlert at [www.ucl.ac.uk/careers/alert](http://www.ucl.ac.uk/careers/alert).

A fuller picture of the Service can be gained by visiting its website at [www.ucl.ac.uk/careers](http://www.ucl.ac.uk/careers).

## 2.10 Health and Safety

The Health and Safety Officer is Val Schofield who is based in the Departmental office, Room G05, Tel: 020 7679 7522.

### Accident Reporting

Anyone suffering or observing an accident in the Department should report it to the Departmental Safety Officer and obtain an accident report form. Serious accidents should be reported immediately on the UCL emergency number.

### Emergency Situations

In all emergencies, phone 222 from any UCL phone.

### Fire Safety and Emergency Evacuation

If you discover a fire, phone 222 from any UCL phone and sound the fire alarm. Evacuate the department via the fire escapes and assemble outside Gordon House on the corner of Gordon Street and Gordon Square. **Do not** block the main exit door from the building.

### First Aid

The Department's First Aiders are Val Schofield and Mary Moloney in room G05 (tel: 020 7679 7522) and G03 (tel: 020 7679 7492). Please contact them if first aid is needed. Outside office hours, you should approach the UCH Accident and Emergency Department.

In the event of a major injury, phone 222 from any UCL phone, state your location and telephone number and give details of the accident and obtain assistance from the nearest First Aider. A First Aid box is situated in the Departmental Office.

### Smoking

Smoking is not permitted **anywhere** in the Department (or in any UCL building) or on the steps outside the reception area at any time.

### Mobile Phones

As a matter of politeness and courtesy, mobile phones should always be switched off or on silent mode when you attend lectures and classes. At other times, please be considerate of people working and teaching in the Department and only make or receive calls in the Undergraduate Common Room.

## **Security**

Do not leave personal belongings unattended either in classrooms or in the undergraduate common room. UCL does not accept responsibility for loss of your personal property. Enquiries regarding lost property should be made at the Customer Services Centre, in the basement of 26 Gordon Square. UCL's location makes it very difficult to prevent entirely the access of unauthorised people onto UCL premises. If you see anyone acting suspiciously, please inform either the Security Guard at Gordon House Reception, or the UCL Security Office (ext. 020 7679 7111).

## **Section 3: GETTING INVOLVED IN DEPARTMENTAL LIFE**

It goes without saying that the more you put into student life, the more you will derive from your time here with us.

### **3.1 Staff-Student Consultative Committee (SSCC)**

The Staff-Student Committee is a very important forum for raising student concerns, information-exchange and reporting news and developments in the department. Copies of minutes are posted on the notice boards and distributed to the Committee members. If there is a matter you wish to raise, you should contact one of the student representatives in your year group before the date of the meeting, which will be advertised via e-mail and on the common room notice board.

The Staff-Student Consultative Committee meets twice a year in Room G09 Gordon House. The meetings this year will be held from **1-2 pm** on:

**Wednesday, 4 December 2013**

**Wednesday, 5 February 2014**

Each year-group elects at least two representatives for each degree programme. If you would be interested in becoming a student rep, please contact the Administrative Officer, Val Schofield ([classicsoffice@ucl.ac.uk](mailto:classicsoffice@ucl.ac.uk)).

### **3.2 Student Feedback**

Towards the end of each course you will be given a questionnaire to complete anonymously. The questionnaires are returned in confidence to the Head of Department (via the Departmental Office) and results are reported to the Staff-Student Consultative Committee and the Departmental Teaching Committee. Responses to the questionnaire are taken seriously and are used to develop and improve courses. A summary of responses to course unit questionnaires is kept in the Departmental Office.

### **3.3 Tutorial Arrangements**

While the Classics Departmental Tutor and the Ancient World Programme Tutor have overall responsibility for the progress of all students in the Department and for registration to course units, every student is assigned a Personal Tutor, who will provide support, encouragement and advice on both academic and personal matters. A key part of their role is an individual discussion about your academic progress and performance. For first-year students

**Tutorial Meetings** will take place during the following weeks beginning:

**Monday 23 September 2013**

**Monday 11 November 2013**

**Monday 20 January 2014**

**Monday 24 February 2014**

**Monday 28 April 2014**

and any other time you wish to see your tutors during their **office hours**.

### **Undergraduate Student Progress Form**

Prior to your meeting with your personal tutor, you will be asked to complete an Undergraduate Student Progress form (see *Appendix 4*) outlining your attendance and progress to date. You must then hand this to your Personal Tutor who will complete it on the basis of information gained at the meeting.

### **3.4 Attendance**

**If you are unable to attend a class because of illness or other good cause, you must inform the relevant course tutor(s), directly or Val Schofield in the Departmental Office by email or telephone [classicsoffice@ucl.ac.uk](mailto:classicsoffice@ucl.ac.uk) Tel: 020 7679 7522.**

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. You are also expected to study during the Reading Weeks, even if there is no formal teaching for any courses; and, if you are taking classes taught by other departments or colleges, which continue during our Reading Weeks, you must still attend those classes.

The Department of Greek and Latin **expects 100% attendance**, unless there is good reason for absence. Your attendance at all classes and lectures will be monitored; if your attendance at any course falls below the departmental minimum of 80% without a satisfactory explanation, you are liable to be excluded from the course. Allowance will of course always be made for factors outside your control.

Students who are clearly falling short of any departmental requirements in any particular course(s) will be informed – in writing – that their performance is currently less than satisfactory, and that if the situation continues, they may be excluded from the assessment of the course(s) in question, together with the consequences that this may bring with it.

### **3.5 Departmental Class Registers**

To prevent you from falling below the required minimum attendance, the department operates a warning system. Course tutors will take a class register; if you miss a class without explanation, an email warning will be sent to your UCL (not personal) email address

- (i) in the case of *two successive* absences without explanation, you will be required to see your personal tutor;
- (ii) in the case of *three successive* absences, the departmental tutor will also be informed; and,
- (iii) in the case of *persistent intermittent* absence which places your course enrolment at risk, both your personal tutor and the departmental tutor will be informed.

A record of all such correspondence will be kept on your personal file.

### **3.6 Greek Play at the Bloomsbury Theatre**

The Department began staging classical plays in UCL's Bloomsbury Theatre some thirty years ago. Many of its productions have been great theatrical successes and recent audiences across the annual 6 shows have reached a total of c 2,000. The play regularly attracts many school groups as well as a broad general audience. It draws on the skills of

students from across the university (not just from within our department). It is also regularly accompanied by a series of expert talks and/or workshops organised by a staff member that again reach a wide group of participants including amateur dramatic societies across London. The Greek play is one of the biggest events in the department's calendar (and one of the most exciting).

More information can be found here: <http://www.ucl.ac.uk/classics/classical-play>

As you will be discovering during induction week, the play this year is "Clouds" by Aristophanes, to be performed at the Bloomsbury Theatre from Tuesday 11 to Thursday 13 February 2014. You are warmly encouraged to join in with this venture either as an actor or in a backstage capacity with costume and wardrobe, make-up or scenery crafting. You will find this an immensely rewarding experience and also one that will look good on your C.V. as evidence of both creative and teamwork ability.

## Section 4: COURSES AND ASSESSMENT

The Department offers a wide range of courses in the original languages and in translation; courses within the Classics / Ancient World Syllabus are also offered by the Department of History and the Institute of Archaeology. Within the framework of the rules for their degrees, students thus have many options to choose from. Students can also take a limited number of courses entirely outside the Classics / Ancient World syllabus.

**FOR DETAILED INFORMATION ON COURSES AVAILABLE IN 2013-14, PLEASE CONSULT THE CATTY ("UNDERGRADUATE COURSES FOR CLASSICS, ANCIENT WORLD & JOINT DEGREES 2013-14") OR CHECK ON-LINE AT:**

<http://www.ucl.ac.uk/classics/all-students-content-only/ug-courses>

### 4.1 Essay Length

The essay must not exceed the length required and announced by the course teacher (typically, 2,000 words maximum for first-level courses and 2,500 words maximum for second- and third-level courses). **Essays that exceed the word-length will be penalised.** For work that exceeds the specified maximum length by less than 10% the mark will be reduced by ten percentage marks; for work that exceeds the specified maximum length by 10% or more, a mark of zero will be recorded.

### 4.2 Deadlines

Course tutors will set deadlines for assessed coursework required for individual courses. **Essays (two hard copies) must be received by the Departmental Office by 5pm on the date they are due (follow the instructions outside the Departmental Office).** In addition, you will be required to submit your coursework via *Turnitin* on the online course Moodle page.

You must submit **TWO** copies of your essay (one for each marker), each with a submission coversheet obtainable from either the Departmental Office (G05) or the departmental website. Please put your name on both copies. One will be returned to you with corrections, along with a cover sheet of comments; the other will be retained for the use of the second and external examiners.

Please do not hand an assessed essay directly to the teacher or put it under the door of the Departmental Office or the course tutor's office, or fax or e-mail it to the course tutor. If there is a compelling reason that prevents you from being able to submit an essay in the normal way, first contact the Administrative Officer to explain the situation, and then send the essay via post or courier to the Departmental Office, where it will be stamped with the date of receipt.

### 4.3 Requests for Extensions

Course tutors may, *in certain exceptional cases*, grant short extensions. Students wishing to apply for an extension should complete a **request for extension form** ([Appendix 2](#)) and obtain the signature of the course tutor and their personal or degree tutor **before** the coursework deadline. They must then bring the form to the Departmental Office to be stamped and photocopied, so that the new deadline can be registered.

Please note that other departments (including History and Archaeology) have their **own** Request for Extension forms, so if you wish to request an essay extension for a course taught in another department, the Greek and Latin form is **not valid** and you must obtain the form from the department in which the course is taught.

Extensions will only be granted if you can demonstrate a good reason for the delay, such as illness supported by medical evidence. In the case of the latter, students are advised also to complete an **extenuating circumstances form** for consideration by the Extenuating Circumstances Panel prior to the Examination Board meeting.

### 4.4 Late Submission of Coursework

Where coursework is not submitted by a published deadline, the following penalties will apply:

- i) A penalty of 5 percentage marks will be applied to coursework submitted the calendar day after the deadline (calendar day 1).
- ii) A penalty of 15 percentage marks will be applied to coursework submitted on calendar day 2 after the deadline through to calendar day 7.
- iii) A mark of zero will be recorded for coursework submitted on calendar day 8 after the deadline through to the end of the second week of third term. Nevertheless, the assessment will be considered to be complete provided the coursework contains material that can be assessed.
- iv) Coursework submitted after the end of the second week of third term will not be marked and the assessment will be incomplete.
- v) In the case of dissertations and project reports submitted more than seven calendar days after the deadline, the mark will be recorded as zero, but the assessment would be considered to be complete.
- vi) Where there are extenuating circumstances that have been recognised by the Board of Examiners or its representative, these penalties will not apply until the agreed extension period has been exceeded.

### 4.5 Over-length Coursework, including dissertations

- For work that exceeds the upper word limit by 10% or more, a mark of zero will be recorded.
- For work that exceeds the upper word limit by less than 10%, the mark will be reduced by ten percentage marks; but the penalised mark will not be reduced below the pass mark, assuming the work merited a pass.
- Additional material such as tables, pictures and graphs or any other data presented as appendixes does not count towards the word count.

### 4.6 Return of Coursework Essays

You should expect your essay to be marked and returned to you with comments and an **indicative** (i.e. provisional, subject to 2<sup>nd</sup> and external examiners' scrutiny) mark no later than two weeks after the deadline date during term time.

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.

#### **4.7 CLAS 3901 Essay on an Approved Subject (0.5 unit)** ***(Final-year Students Only)***

An essay of 6,000 words maximum on a subject related to one or more of the courses being taken by the candidate in the final year. **The essay must be submitted by Monday, 28 April 2014.**

After a general meeting organised by the Departmental Tutor (normally in late October or early November), a preliminary title must be submitted in writing by Friday, 22 November 2013 to the Ancient World Tutor for approval, after which an appropriate supervisor will be assigned. Students should arrange to meet their supervisors at the end of the first term for an initial discussion, which will be followed by regular meetings in term two.

#### **Submission Schedule.**

- (i) **22 November 2012** - chosen theme to be submitted to the Ancient World Tutor. Any student who does not submit by this time is not guaranteed permission to do the essay.
- (ii) **24 January 2014** - final essay title, brief bibliography and abstract of 300 words to be submitted to Ancient World Tutor.
- (iii) **28 April 2014** (first day of Term 3) - essay to be received by 5pm in Department of Greek and Latin, and also submitted electronically via TurnItIn.

#### **Guidance Notes**

1. The essay should normally be a maximum of 6,000 words, including footnotes and excluding bibliography. Permission to exceed the upper word-limit may be granted in special circumstances, but it should be obtained in advance from the Chairman of Classics/Ancient World Studies examiners.

2. The essay must be a substantial piece of work for half-unit credit, and its subject must relate to one or more of the courses that you are taking in the final year.

3. You will be allocated a supervisor with whom you will discuss your proposed subject. By all means consult more than one member of staff if you wish, but a single tutor will be named as the actual supervisor. You should consult your supervisor about the title of the essay and its scope, organisation and standard, and seek advice on the bibliography. The supervisor should be shown a preliminary outline of the essay and, towards the end of composition, an advanced draft, but is not expected to read through the whole of the final text before it is submitted.

4. Notes may be placed either at the foot of each page or at the end of your text, though footnotes are easier for the reader than endnotes. You may use any reasonable system of bibliographical reference as long as you apply it consistently. One straightforward and economical method is to list sources, alphabetically by author, in your bibliography like this:

Bloggs 1987: J. Bloggs, 'A trivial detail in Theopompos', *Eranos* 18 (1987) 45–98  
Bloggs 1997: J. Bloggs, *Trivial Details in Theopompos* (Oxford, Clarendon Press, 1997)

and then give references like 'Bloggs 1987.67' either in the text, in parentheses, or in a footnote. Don't waste time and paper by repeating the full reference each time.

#### **4.8 CLAS 3902 Year-Abroad Dissertation (1 unit)**

A dissertation of a maximum of 10,000 words on a subject related to one or more of the courses taken in the first or second year at UCL or during the year abroad. **The dissertation must be submitted by Monday, 1 September 2014.**

### **Submission Schedule.**

- (i) **17 January 2014** – chosen theme to be agreed with and submitted to the Year-Abroad Tutor
- (ii) **28 February 2014**– exact title, brief bibliography and abstract of 300 words to be submitted to the Year-Abroad Tutor.
- (iii) **1 September 2014** – dissertation to be received by 5pm in Department of Greek and Latin.

### **Guidance Notes**

1. The dissertation should normally be a maximum of 10,000 words long, including footnotes and excluding bibliography. Permission to exceed the upper word-limit may be granted in special circumstances, but it should be obtained in advance from the Chairman of Classics/AWS examiners.

2. The dissertation must be a substantial piece of work for full-unit credit, and its subject must relate to one or more of the courses you have taken in the first or second year at UCL or during your study abroad.

3. You will discuss the themes that interest you with the Year Abroad Tutor. Shortly after you agree on and submit a theme, you will be allocated a supervisor with whom you will discuss your proposed subject. You should consult your supervisor about the title of the dissertation and its scope, organisation and standard, and seek advice on the bibliography. The supervisor should be shown a preliminary outline and then drafts of parts or the whole of the dissertation, and will provide written comments; parts revised in the light of comments by the supervisor will not receive further comment in writing. The draft(s) may be sent to the supervisor by e-mail, who will e-mail comments or embed them in the received electronic version. Students should not expect supervisors to be able to read and comment on substantial drafts submitted for the first time in July.

4. Notes may be placed either at the foot of each page or at the end of your text, though footnotes are easier for the reader than endnotes. You may use any reasonable system of bibliographical reference as long as you apply it consistently. One straightforward and economical method is to list sources, alphabetically by author, in your bibliography like this: Bloggs 1987: J. Bloggs, 'A trivial detail in Theopompos', *Eranos* 18 (1987) 45–98 Bloggs 1997: J. Bloggs, *Trivial Details in Theopompos* (Oxford, Clarendon Press, 1997) and then give references like 'Bloggs 1987.67' either in the text, in parentheses, or in a footnote. Don't waste time and paper by repeating the full reference each time.

### **4.9 Guidance on writing coursework essays, extended essays and year-abroad dissertations**

A good essay/dissertation needs careful thought and planning. The key to success is to choose a rather limited area of study that can be thoroughly researched in the time available, although it is obviously sensible to indicate at the beginning and end the wider context in which your subject is set. You should develop a clear line of argument that leads to a well-thought-out conclusion. This will help you to avoid the mere reiteration of facts, other people's ideas, or an unstructured narrative. Be careful not to confuse description or summary with analysis. Even if a subject is well known and widely written about, every student should be able to bring something new or personal to the material.

1. The text must be typed or word-processed on A4-size paper; hand-written submissions are not acceptable. Use double spacing. Leave adequate margins, especially at the left. Use one side of the sheet only. Number the pages and provide a word count on the essay cover sheet.

2. A bibliography of works consulted should be placed at the end of the essay. Whenever you use or quote from a published source, you should give a precise reference to it, preferably in a note (see next paragraph), specifying author, title, year of publication, and page. If you quote the exact words of a source you must surround the quoted words with inverted commas ( ' ' or " " ). Unacknowledged verbal quotation may constitute plagiarism, which is a serious offence.

3. Notes may be placed either at the foot of each page or at the end of your text, though footnotes are easier for the reader than endnotes. You may use any reasonable system of bibliographical reference as long as you apply it consistently. One straightforward and economical method is to list sources, alphabetically by author, in your bibliography like this:

Bloggs 1987: J. Bloggs, 'A trivial detail in Theopompos', *Eranos* 18 (1987) 45–98  
Bloggs 1997: J. Bloggs, *Trivial Details in Theopompos* (Oxford, Clarendon Press, 1997)

and then give references like 'Bloggs 1987.67' either in the text, in parentheses, or in a footnote. Don't waste time and paper by repeating the full reference each time.

Examiners are looking for the following:

independence of thought

critical evaluation of primary source material

ability to sustain a relevant and focused argument

clarity of presentation

clarity and accuracy of expression

understanding of the issues

skills of analysis and synthesis - i.e. seeing what points are relevant to an issue, how discussion can be structured, and the ability to see and express how the parts contribute to the whole.

### **Quoting, referring and acknowledging**

1. Distinguish between quoting a passage, whether from an ancient or a modern source, and referring to it. You should only *quote* the actual words of passages when these are significant and your discussion depends on the reader having access to them; but you should give the *reference* to a passage whether you quote it or just mention it in support of your argument.

2. If you refer to a passage without quoting it, say enough to make it clear to your reader why you think it's relevant to what you're saying - you cannot and should not rely on your readers going and looking up all the references for themselves, or on them knowing what they say without looking them up, even if they are experts in the subject. In any case, what they want is to know why *you* think a passage is relevant to your argument, not to be left to work out for themselves why you might think it is.

3. There is no one right way to give references; the important thing is to *be consistent*. One style for giving references to modern works is:

author, *book-title*, place of publication: publisher, date, pages

author, 'title of article', *title of journal* volume-number (date) pages

author, 'title of chapter', in: editor, *book-title*, place of publication: publisher, date, pages.

But, since you should in any case be giving a bibliography at the end of each piece of work, it may be simpler to use the "Harvard system"; here you give just

author date

for each reference in the text or notes of what you write, and give the full details only in the bibliography, arranged alphabetically with references in the following form:

author date. *book-title*, place of publication: publisher

author date. 'title of article', *title of journal* volume-number, pages

author date. 'title of chapter', in: editor, *book-title*, place of publication: publisher, pages

[Where you need to refer to more than one work by the same author add a letter to the date, e.g. "Owen (1964a)".]

For works by 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).

## Plagiarism

Essays, 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 is regarded by the College as a serious offence, which can lead to a student failing a course or courses, or even deregistration.

UCL uses a sophisticated detection system (Turnitin®) to scan work for evidence of plagiarism. This system has access to billions of sources worldwide (websites, journals etc.) as well as work previously submitted to UCL and other universities. You need to submit your coursework both electronically via Turnitin as well as in paper form. For further information, visit <http://www.ucl.ac.uk/current-students/guidelines/plagiarism>

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.

Recourse to the services of "ghost-writing" agencies (for example in the preparation of essays or reports) or of outside word-processing agencies which offer correction/improvement of English is strictly forbidden, and students who make use of the services of such agencies render themselves liable for an academic penalty.

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.

## 4.10 Recording of lectures

Students are not generally permitted to record lectures using electronic equipment. In exceptional cases, this may be allowed: students need to obtain permission from the lecturer concerned at the start of each class by completing a "Recording of lectures" form (available from the Departmental Office). The lecturer/teacher will ask all individuals present whether or not recording can take place. Where a lecturer/teacher does not give consent, their data cannot be lawfully processed.

Recordings may only be used for purposes of private study and may not be shared or posted onto a public platform. Normal UCL rules and applicable laws on plagiarism and intellectual copyright apply to recorded, as to printed, material.

## Section 5: EXAMINATIONS

### 5.1 Assessment Criteria

#### **1.(a) For essays and essay-type questions (i.e. essay questions in exams, coursework essays, extended essays and dissertations).**

These criteria are to be interpreted with regard to the level of the course: for example greater independence of thought and critical judgement both of primary sources and of secondary literature is to be expected in third-level courses than in first-level. For coursework essays a greater amount of detail and a greater number and more precise references will be expected.

#### **1.(b) For gobbet questions (i.e. brief narrative commentaries in exams).**

The emphasis will be on identifying and evaluating the important points, and on producing a focused and succinct answer.

A, **first class, 70+**. The candidate displays independence of thought and critical evaluation of primary and / or secondary source material, and also satisfies the examiners with reference to all of the following criteria: ability to sustain a relevant and focused argument, clarity of presentation, understanding of issues, skills of analysis and synthesis.

**Marks of 80+** should be given to candidates outstanding with regard to the first two above criteria and achieving a very high standard in all the others. Typically, such candidates will show originality, in-depth research, knowledge and evaluation of a range of both primary and secondary sources.

B, **upper second class, 60-69**. The candidate handles ideas or source-material competently and critically, writes and argues clearly, and is aware of the issues.

C, **lower second class, 50-59**. The candidate shows a reasonable degree of knowledge of relevant primary and secondary material, displays an awareness of issues and some capacity to produce a coherent and focused discussion of them.

D, **third class, 40-49**. The candidate shows some awareness of source-material and issues, but either fails to show sufficient knowledge or fails to grasp issues or fails to produce a coherent and focused discussion.

E, **fail, 35-39 'referral band'**\*. The candidate shows some awareness of source-material or issues, but meets only one of the remaining three criteria for a mark of 40-49.

F, **fail, 0-34**. The candidate fails to meet the criteria for the 35-39 band.

#### **2. For commentaries as coursework assignments.**

These criteria are to be interpreted with regard to the level of the course and to the complexity of the text.

A, **first class. 70+**. The candidate has produced a commentary that shows a thorough familiarity with both the linguistic and the literary issues of the passage in question. The points are presented clearly and show an understanding of issues, skills of analysis and synthesis as well as an engagement with primary and secondary sources.

**Marks of 80+** should be given to candidates outstanding in outlining the sense of the passage and achieving a very high standard of presentation. Typically, such candidates will show some originality, in-depth research, knowledge and evaluation of both primary and secondary sources.

B, **upper second class, 60-69**. The candidate handles the techniques of commentary-writing and the analysis of the passage competently and critically, presents the points clearly, and is aware of the issues that require discussion.

C, **lower second class, 50-59**. The candidate shows a reasonable degree of knowledge of the purpose of a commentary and the relevant text, displays an awareness of the issues and some capacity to produce clear and focused comments.

D, **third class, 40-49**. The candidate shows some awareness of the purpose of a commentary and the relevant text, but either fails to show sufficient knowledge or fails to grasp the issues or fails to produce clear and focused comments.

E, **fail, 35-39 'referral band'**\*. The candidate shows some awareness of the purpose of a commentary and the relevant text, but meets only one of the remaining three criteria for a mark of 40-49.

F, **fail, 0-34**. The candidate fails to meet the criteria for the 35-39 band.

### **3. For translations from Greek or Latin into English.**

These criteria are to be interpreted with regard to the level of the course and to whether translation is prepared or unprepared. For unprepared translations the difficulty of the passage will be taken into account; for prepared translations greater precision and fluency will be expected. For the award of high marks, idiomatic and readable English is a requirement. Particularly high standards are expected for translations in Beginners' level language courses.

A, **first class, 70+**. The translation typically contains no more than two substantial errors, which do not affect the sense of more than a single sentence. Translations which contain no such errors and only two venial slips will typically receive a **mark of 80+**.

B, **upper second class, 60-69**. The translation contains several errors both substantial and minor, but these remain isolated and do not affect a basically correct rendering of the sense of the passage.

C, **lower second class, 50-59**. Errors occur throughout the passage, but the general sense of the whole has still been understood.

D, **third class, 40-49**. Significant portions of the passage have been completely misunderstood, but substantial parts still give a generally coherent sense which approximates to that of the original.

E, **fail, 35-39 'referral band'**\*. Much of the passage has been completely misunderstood, but some parts still give a generally coherent sense which approximates to that of the original.

F, **fail, 0-34**. Only isolated parts of the passage have been even partly understood.

### **4. For translations from English into Greek or Latin.**

As for (3), but for "understood / give a generally coherent sense" substitute "translated into Greek or Latin which is grammatically correct and reasonably idiomatic", and add "grammatical error may to a limited extent be compensated for by evidence of good grasp of style or idiom".

## 5. Factual questions

None of these criteria applies to factual textual, grammatical or stylistic questions (e.g. identification of grammatical forms, identification of stylistic features) marked on a purely numerical basis or to isolated English sentences for translation into Greek or Latin marked on the number of grammatical errors. In Beginners' level language courses every single error will be penalized by deduction of marks.

**\*Note:** The significance of the **35-39 band** is that, though a Fail, a mark in this range entitles students to **Referred Assessment** in the September immediately following the failed exam.

### 5.1 The Role of the Examiners

Two members of staff (known as *internal examiners*) examine work which counts towards final assessment. In addition, there are *external examiners* from other institutions, whose role involves approving examination papers and scrutinising examination scripts and assessed coursework. The function of external review is to ensure that the internal examiners mark to a consistent standard and that the standard of the degree awarded is comparable with those of other UK universities. They also provide feedback to the College on the conduct of the examination and assessment process. The internal and external examiners constitute the Board of Examiners, which meets at the end of each year to decide on progression and final award of degrees.

### 5.2 Examinations

All undergraduate written examinations generally take place throughout May; Language Centre oral exams may take place in March.

You will receive a specific timetable of your examinations in March. In preparation for this, you will be asked in January to check on Portico **all** the courses for which you are entered (including those in other departments or for which there is no written examination). You should check this carefully and *immediately* inform the Departmental Examinations Liaison Officer if there are any errors or omissions. It may be difficult to sort out problems if you only discover that you have not been properly registered when the exam timetables are issued in March.

Your teachers should provide guidance on examination techniques. You should aim to practise the skills that will be tested in the examination, such as timed essays. When you sit an examination 'You are warned that the Examiners attach great importance to legibility, accuracy and clearness of expression'. UCL regulations also require examiners to take account of 'a candidate's ability to express his/her knowledge in a clear, concise and scholarly fashion'. Handwriting must be clear, and standards of spelling and grammar high. Please note that you must not resort to note form, abbreviated words or shorthand. We expect the same standards for any work you undertake in the department.

Past examination papers are available for consultation in the library, the departmental office, and on the web at [http://digitool-b.lib.ucl.ac.uk:8881/R/?local\\_base=EXAMPAPERS](http://digitool-b.lib.ucl.ac.uk:8881/R/?local_base=EXAMPAPERS)

If you are ill during the examination period, you **must** obtain a medical certificate.

Arrangements can be made to sit an examination in a Special Facility. In order to arrange this you need to contact the departmental office in the first instance.

### 5.3 Dyslexia and students requiring special arrangements for examinations

Students who have been formally assessed as being dyslexic may be permitted to take their examinations under special arrangements. If you are, or think that you may be, dyslexic, you should inform the Departmental/Programme Tutor and/or the Chair of the BA Board of Examiners in AW/Classics. If you have one, please take with you a copy of a formal assessment of dyslexia.

Student Disability Services will be issuing dyslexic students with sheets of stickers following their assessment appointments. The stickers have the following wording: *'This student is registered as dyslexic with Student Disability Services. Please refer to marking guidelines at [www.ucl.ac.uk/disability/resources](http://www.ucl.ac.uk/disability/resources)'*. There is a space for the student's name, or number (when coursework is anonymous).

These stickers will also be available to previously registered students who can collect them from the Disability Centre. Students can choose whether or not they wish to use the stickers. They are also responsible for ensuring that they are to be kept exclusively for their personal use.

Stickers can be used for departmental tests or departmental exams as well as for coursework assignments. There are also special cover sheet available for coursework so that students may flag their dyslexia.

Students for whom special arrangements on the grounds of dyslexia were made in previous years at UCL will automatically be treated in the same way for future examination sessions, so there is no need to consult your Tutor more than once on this issue. Students who for any other reason feel that they need special arrangements for taking their exams e.g. bad back, broken bones, should also see the Departmental/Programme Tutor and/or the Chair of the BA Board of Examiners in AW/Classics.

## **SECTION 6: YOUR DEGREE**

### **6.1 General**

The information below sets out in simplified form the rules governing choice of courses and basis of assessment in the Classics and Ancient World degree programmes. It is derived from the **Schemes for Award of Honours**, which are the formal rules of assessment used by the Classics/AW Board of Examiners. For further guidance on this and all other matters relating to your studies, please refer to the Departmental Handbook, your Personal Tutor and your Departmental/Programme Tutor.

#### **1. Compulsory Courses for Classics degrees**

*Classics/Latin with Greek/Greek with Latin/Classics with Year Abroad*

*1<sup>st</sup> years*

CLAS 1205 Interpreting Greek Literature (0.5)

CLAS 1206 Interpreting Latin Literature (0.5)

*2<sup>nd</sup> years*

CLAS 7115 Classics and Literary Theory (0.5)

#### **2. Compulsory for Ancient World/Ancient World with Study Abroad degrees**

*1<sup>st</sup> years*

CLAS 1204 Approaches to the Ancient World

*3<sup>rd</sup> years*

CLAS 3901 Extended Essay

### 3. Ancient Greek & Latin Language course-unit requirements progress as follows:

<p>Beginners Greek A+B</p> <p>↓</p> <p>Intermediate Greek A+B</p> <p>↓</p> <p>Greek Texts 1 – language + 2 set texts Greek Texts 1A – language +1 set text (Term 1)</p> <p>↓</p> <p><i>Either</i> Greek Texts 2 – Terms 1 &amp; 2 <i>Or</i> Greek Texts 2A – (Term 1 or 2) <i>Or</i> Greek special subject.</p>	<p>Beginners Latin A+B</p> <p>↓</p> <p>Intermediate Latin A+B</p> <p>↓</p> <p>Latin Texts 1 – language + 2 set texts Latin Texts 1A – language +1 set text (Term 1)</p> <p>↓</p> <p><i>Either</i> Latin Texts 2 – Terms 1 &amp; 2 <i>Or</i> Latin Texts 2A – (Term 1 or 2) <i>Or</i> Latin special subject.</p>
---	---

## 6.2 CLASSICS

### Aims

1. To promote, among students with different educational backgrounds and prior acquaintance with the subject area, an understanding of cultures different from, but profoundly influential upon, our own, which is valuable both in itself and in enabling students to adopt a critical stance towards our own culture and its assumptions.
2. To promote, among students with a wide variety of previous experience, the understanding of ancient languages, both as a necessary instrument for Aim 1 and also in order to increase ability in, and awareness of, the use and manipulation of language for communication and persuasion.
3. To utilise the range of expertise in UCL and the University of London to enable students to pursue study of selected topics from the Greco-Roman world.
4. To develop the ability to assess and present various types of evidence which are relevant to specific issues, and thereby to equip students with skills that will be valuable to them in future employment and study.
5. To promote the acquisition of analytical thought, stimulate students' imagination, and encourage enjoyment of learning.

### Objectives

By the end of their programme, students will:

1. be able to translate into English texts in Greek and/or Latin of a level appropriate to the understanding which can be achieved in the duration of their programme starting from their knowledge and experience of the language at the start of their programme
2. be able to show critical appreciation of a range of literary texts and relate the texts to their literary and cultural context.
3. be able to appreciate the value of evidence in the light of its origin and transmission.
4. be able to demonstrate an awareness of the importance of using, and have experience of using, primary sources, e.g. literary, philosophical and historical texts, art objects, archaeological evidence, inscriptions.

5. have demonstrated an engagement with at least one other culture and developed an informed sense of the similarities and differences between it and our own culture.
6. be able to produce organised written discussions showing the ability to assess a range of interpretations
7. have developed a significant degree of autonomy in learning and study and in management of their time, and a capacity for reflection on the extent and limitations of how and what they have learned, discovered and understood.

### **Classics Rules**

1. You must take four *new* course-units in each of your 3 years.
2. You must take each year *at least one* unit involving Greek language (beginning code GREK-), and *at least one* involving Latin language (beginning code LATN-).
3. The following courses are compulsory core courses and you are automatically registered for these:

#### *Year 1*

- CLAS 1205 Interpreting Greek Literature (0.5)
- CLAS 1206 Interpreting Latin Literature (0.5)

#### *Year 2*

- CLAS 7115 Classics and Literary Theory (0.5)

4. First years, therefore, have only one 'free' unit of study to select from other Level 1 courses in the Greek and Latin course catalogue, from ancient history or archaeology or from outside Classics.
5. 'Outside' Courses: your first year courses may include (but do not have to) up to one unit of courses entirely outside the area of Classics, and your second and final year courses may include up to one (potentially two for year-abroad students) unit (in total, not per year) of courses predominantly outside the area of Classics. You should consult your Personal Tutor if you are unsure about whether a course qualifies as within the Classics area, which is defined as including all courses that relate to any aspect of Greco-Roman antiquity, the Ancient Near East, ancient Egypt, the ancient languages of this area, and other ancient Indo-European languages.

All courses taught in the Department of Greek and Latin are within the Classics area.

6. (i) By the end of your 1<sup>st</sup> year, in order to progress to the 2<sup>nd</sup> year, you need to have passed at least 3 units, including at least 0.5 units involving Greek language and at least 0.5 units involving Latin language.
- (ii) By the end of your 2<sup>nd</sup> year, in order to progress to your final year or year abroad, you need to have passed a total of at least 7 units, including 1.5 units of Greek and 1.5 units of Latin.

7. Language Progression: in each language, a student will start at the appropriate level and proceed through that and the next two stages. For example, the full progression in Greek language courses is as follows, but you would start at the stage appropriate to you:

GREK 1001 + 1002 Beginners' Greek



GREK 2001 + 2002 Intermediate Greek A + B



GREK 2006 Greek Texts 1 (1 unit) or GREK 2006A Greek Texts 1A (0.5 unit)



GREK 7006 Greek Texts 2 (1 unit) or GREK 3006A Greek Texts 2A (0.5 unit)  
Or GREK 7xxx (Greek special subject as above)

8. The pass mark is 40%.

9. The class of degree awarded will depend on:

- the 4 units (not courses) from the third year
- the best 3.5 units from the second year
- and the best 3 units from the first year

The units that count are weighted **5** (3rd-year units) : **3** (2nd-year units) : **1** (1st-year units). **A minimum total of 12 units must be completed and 11 units must be passed** in order to obtain an 'Honours' degree. **YOU WILL NOT BE AWARDED AN HONOURS DEGREE IF YOU DO NOT COMPLETE.**

**NB: to 'complete' a unit, you must have completed all parts of the assessment: i.e. you must submit all coursework and sit all the exams. Furthermore, you must have a reasonable attempt at all parts of the assessment. To be clear: you do not have to pass a unit to complete it, but you do need to have made a realistic attempt to write the essay or answer the questions on the exam paper.**

10. Beginners' language courses will not normally be taken in the final year *except by special permission of the Departmental Tutor.*

### **Course 'Levels'**

Courses in the Department of Greek and Latin are assigned different levels (indicated by the first digit of the course code). Courses whose course code starts with "1" are regarded as first-level courses and are primarily designed for first-year students; language courses which start with "2" are available to students in all years dependent on their language level at entry; courses whose course codes start with "7" are regarded as advanced courses and are primarily addressed to second-year and final-year students; courses which start with "3" are exclusively for final year students.

In their first year students of Classics and Ancient World are expected to take mainly first-level courses, with the exception of language courses (i.e. they may take Latin Texts 1 and / or Greek Texts 1).

From the second year onwards students are not allowed to take first-level courses, with the exception of a Beginners Course in a second language (ancient or modern) in their second year. Beginners Language Courses cannot be taken in the final year except by special permission of the Departmental Tutor.

Similar rules apply to courses taken outside the Department of Greek and Latin (with different Departments having different ways of indicating levels). Courses labelled as "first-year courses" can only be taken in the first year, whereas advanced courses are not normally open to first-year students.

11. To obtain a degree of a given class at the end of your three years, the weighted average of the 10.5 assessed units needs to be at that class.

External Examiners are involved in all decisions taken by the Board of Examiners, and see all examination scripts or coursework over which there is a disagreement between internal examiners, together with a sample of other scripts.

12. Course choices must be made with the guidance of your Personal Tutor and with the approval of the Departmental Tutor, who will ensure that your choices constitute a coherent programme. Tutors can advise you to some extent on the nature and requirements of individual courses; but you should also consult the teachers of courses you are thinking of taking, and the literature issued by the relevant individual departments.

### **6.3 LATIN WITH GREEK/GREEK WITH LATIN**

For a **Greek with Latin** degree you must take at least one unit involving Greek language, and at least one unit involving Latin language, at the appropriate level in the first year. You may then drop Latin language at the end of the first year, or the end of the second year, but must take at least 1.5 units involving Greek language in the second year and at least two units involving Greek language in the third year.

For a **Latin with Greek** degree, the same rules apply but substitute 'Latin' for 'Greek'.

### **6.4 ANCIENT WORLD**

#### **Aims**

1. To promote, among students with different educational backgrounds and prior acquaintance with the subject area, an understanding of cultures different from, but profoundly influential upon, our own, which is valuable both in itself and in enabling students to adopt a critical stance towards our own culture and its assumptions.
2. To promote, among students with a wide variety of previous experience, the understanding of ancient languages as a necessary instrument for Aim 1.
3. To utilise the range of expertise in UCL and the University of London to enable students to pursue study of selected topics from the Greco-Roman world and the ancient Near East.
4. To develop the ability to assess and present various types of evidence that are relevant to specific issues, and thereby to equip students with skills that will be valuable to them in future employment and study.
5. To promote the acquisition of analytical thought, stimulate students' imagination, and encourage enjoyment of learning.

#### **Objectives**

By the end of their programme, students will:

1. be able to demonstrate a level of understanding of an ancient language, which is not the primary subject of study, sufficient to assess and present various types of evidence.
2. have developed an ability to present a reasoned assessment of a range of specific issues in the study of the ancient Mediterranean and Near Eastern world, presenting and evaluating appropriate evidence and employing the approaches of a range of disciplines (e.g. historical, literary, archaeological).

3. be able to appreciate the value of evidence in the light of its origin and transmission.
4. be able to show critical appreciation of a range of literary texts and relate them to their literary and cultural background (*optional*)
5. be able to demonstrate an awareness of the importance of using, and have experience of using, primary sources, e.g. literary, philosophical and historical texts, art objects, archaeological evidence, inscriptions.
6. have demonstrated an engagement with at least one other culture and developed an informed sense of the similarities and differences between it and our own culture.
7. be able to produce organised written discussions showing the ability to assess a range of interpretations.
8. have developed a significant degree of autonomy in learning and study and in management of their time, and a capacity for reflection on the extent and limitations of how and what they have learned, discovered and understood.

### **Ancient World Rules**

1. You must take four *new* course-units in each of the three years.
2. You must take *at least* 1½ units of either Greek or Latin during the first two years together. AWS students who do a Beginners' course in either language in the first year will normally be expected to proceed to an Intermediate course in the second year. If you fail to pass any of the courses taken towards the 1½-unit language requirement, you will have to retake them; if the failure is narrow there will be an opportunity to be reassessed by the start of the next academic session; otherwise you will need to re-take in the following year (but not your final year which is 'final'). Exceptionally, students who pass 1 unit of Greek or Latin in their first year at Intermediate level or above may satisfy the language requirement by passing a further 1½ units of another language (such as Egyptian or classical Hebrew) within the AWS field of study.
3. Your first year courses must include:
  - CLAS 1204 Approaches to the Ancient World (0.5 unit) = compulsory core course
  - *at least* one history course (0.5 or 1 unit)
  - *at least* one history archaeology course (0.5 or 1 unit).
4. Your first year courses may include up to one unit, and your second and third year courses may include up to one unit altogether over the two years, of courses entirely outside the field of Ancient World Studies, which is defined as including all courses that relate to any aspect of Greco-Roman antiquity, the Ancient Near East, ancient Egypt, the ancient languages of this area, and other ancient Indo-European languages.
5. Your final year courses must include:
 

CLAS 3901 Extended Essay (0.5 unit)

**Or** a 1-unit dissertation course from the History department (as part of the Special Subject Group 3 courses worth 2 units, *taken by special permission from the Ancient World Programme Tutor*).
6. The pass mark is 40%.
7. The class of degree awarded (i.e. first class, 2.1 etc) will depend on:

- All 4 units (not courses) from the third year
- The best 3.5 units from the second years
- The best 3 units from the first year

The units that count are weighted **5** (3rd-year units) : **3** (2nd-year units) : **1** (1st-year units).

A minimum total of **12 units** must be **completed** and **11 units** must be **passed** in order to obtain an 'Honours' degree. **YOU WILL NOT BE AWARDED AN HONOURS DEGREE IF YOU DO NOT COMPLETE.**

**NB: to 'complete' a unit, you must have completed all parts of the assessment: i.e. you must submit all coursework and sit all the exams. Furthermore, you must have a reasonable attempt at all parts of the assessment. To be clear: you do not have to pass a unit to complete it, but you do need to have made a realistic attempt to write the essay or answer the questions on the exam paper.**

8. To obtain a degree of a given class at the end of your three years, the weighted average of the 10.5 assessed units needs to be at that class.

External Examiners are involved in all decisions taken by the Board of Examiners, and see all examination scripts or coursework over which there is a disagreement between internal examiners, together with a sample of other scripts.

9. Beginners' language courses will not normally be taken in the final year *except by special permission of the Departmental Tutor.*

## 6.5 JOINT DEGREES

(e.g. French/Latin, Spanish/Latin, Philosophy/Greek etc)

*Year 1:* Compulsory CLAS 1205/1206 Interpreting Greek/Latin Literature – (0.5)

Minimum of 1 and maximum of 1.5 credits from GREK-/LATN- modules

Minimum of 0 and maximum of 0.5 credits from ALL Greek and Latin approved modules.

*Year 2:* Compulsory CLAS 7115 Classics & Literary Theory module – (0.5)

- Minimum of 1 and maximum of 1.5 credits from GREK-/LATN- modules

- Minimum of 0 and maximum of 0.5 credits from ALL Greek and Latin approved modules.

*Final year*

Minimum of 1 and maximum of 2 credits from GREK-/LATN- modules

And a

Minimum of 0 and maximum of 1 credits from ALL Greek and Latin approved modules.

Please note that the "home" department of students taking joint degrees is the other subject department, rather than Greek and Latin.

## STUDY ABROAD DEGREES

1. These degrees have the same aims, objectives and rules as Classics and Ancient World Studies degrees for the first year, the second year and the final year, except that, in the first and second years, students must study at the appropriate levels the language of the country they intend to visit in the third year (see below).

2. Progression to Year 3 Study Abroad is subject to satisfactory performance in Years 1 and 2 (i.e. requirements for progression according to the degree registered for must be met). Additionally, students must have completed the "Preparation for Study Abroad Programme" organized by the International Office at UCL and submitted the Study Abroad Approval Form (available from the International Office or the Study Abroad Tutor) to the International Office at UCL by 30 April of the second year.

3. Students must take 4 new units each year (16 units in total), i.e. four units at UCL according to the guidelines in years 1, 2 and 4 and four specific Year Abroad units in year 3 (see below).

4. In the Year Abroad students must take the one-unit Year Abroad Dissertation (CLAS 3902) and three 'shell-units'.

AHSYA001 Progress Portfolio A	0.5 unit, pass or fail
AHSYA002 Progress Portfolio B	0.5 unit, pass or fail
AHSYA005 Year Abroad Self-Evaluation C	1.0 unit, pass or fail
AHSYA006 Performance Documentation A	0.5 unit, pass or fail
AHSYA007 Performance Documentation B	0.5 unit, pass or fail
AHSYA008 CLAS 3902 Dissertation	1.0 unit, marked out of 100 and counts towards degree classification

5. Assessment of the degree as a whole is as for the Classics and Ancient World Studies degrees, except that the one-unit Year Abroad Dissertation (CLAS 3902) counts as a fifth final-year unit. Completion and passing of the dissertation and the 'shell-units' is required for progression into the final year.

6. The choice of the country (and university) students are going to visit in Year 3 Study Abroad is made with the agreement of the Study Abroad Tutor at UCL. Students should start thinking about their plans at the beginning of the first year (to allow for sufficient preparation), and the choice must be finalized during the first term of the second year. Students will normally spend the year at one of the universities that have an Erasmus exchange agreement with the Department of Greek and Latin at UCL (list on the departmental website, on Moodle and available from the Study Abroad Tutor).

7. Students who have not previously studied the modern language of the country they are intending to visit in their third year, must complete at least 1.5 units of this language over their first and second years (at least 0.5 units in each year) or provide documentation of an equivalent engagement with this language outside their UCL degree units at the end of each academic year (e.g. other language classes or personal tutoring).

Students who already have a GCSE or A-level in the modern language in question are required to take at least 1.0 units of this language over their first and second years (of which at least 0.5 units in the second year) or provide documentation of an equivalent engagement with this language outside their UCL degree units at the end of each academic year (e.g. other language classes or personal tutoring). Exceptionally, this requirement can be reduced to 0.5 units taken in the second year (or equivalent) for those who have an A-level (or equivalent).

Subject to the approval of the Degree Tutor Year-Abroad students may be permitted to take one further course unit of the language of their third-year host country at an appropriate level in their final year.

8. Students may opt out of the Year Abroad Programme and change to straight Classics / Ancient World until the end of the second year, but they may only opt in until 1 October of the second year and can only do so if they have acquired a basic level of a modern language by then or are in a position to do the necessary preparation during the second year.

9. In the second year students receive a UCL Study Abroad Student Handbook in the first half of the first term and are required to submit an application for an Erasmus place to the Study Abroad Tutor by the **beginning of the week after reading week of Term 1** (application forms available from the Departmental Office and on Moodle). Once this application and the choice of university have been approved by the Study Abroad Tutor, students must make an application to their chosen university. It is the students' responsibility to ensure that they comply with the rules of the application process of the host university (with varying terms and deadlines); information can be obtained from the host universities' websites and their International Offices. Further information will be circulated by the Study Abroad Tutor via email throughout the year.

Prior to departure students are required to attend an "International Office Pre-departure Briefing" organized by the International Office at UCL (typically in March) and to submit the Study Abroad Approval Form (available from the International Office or from the Study Abroad Tutor) to the International Office at UCL **by 30 April**. They should obtain as much relevant information about the host country as possible and sorting out accommodation, health insurance etc. in advance, as this is their own responsibility (information at: <http://www.ucl.ac.uk/prospective-students/international-students/current-students/ucl-students-abroad> and available from returning students via the Departmental Office). An Erasmus Grant Contract, an Erasmus Bank Details Form and the first version of an Erasmus Learning Agreement (emailed by the International Office and available at: in the UCL Study Abroad Student Handbook; available at: <http://www.ucl.ac.uk/prospective-students/international-students/current-students/ucl-students-abroad/sa-forms> and via Moodle) must be returned to the International Office at UCL **by 31 July**.

10. During their time abroad, students are required to stay in touch with UCL and the Department of Greek and Latin and inform them about their address and their progress. Students should retain and check their UCL email account regularly and remember that they must enrol online with UCL and register their modules on Portico ([www.ucl.ac.uk/portico](http://www.ucl.ac.uk/portico)) during the year abroad, just the same as they do when they are at UCL (see below). Keeping the Portico record up to date (module selections, address and other personal details) remains their responsibility. Students should also register for their final-year units in spring.

For Erasmus students a Learning Agreement has to be signed (forms available at: <http://www.ucl.ac.uk/prospective-students/international-students/current-students/ucl-students-abroad/sa-forms> and on Moodle) and returned to the International Office at UCL **by the end of October of the Year Abroad**. Students must also fill in a Proof of Arrival Form and an Emergency Contact Form (in the UCL Study Abroad Student Handbook; available at: <http://www.ucl.ac.uk/prospective-students/international-students/current-students/ucl-students-abroad/sa-forms> and via Moodle) as well as the Erasmus Grant Receipt 1 (emailed by the International Office at UCL) and submit those to the International Office at UCL **by 15 November of the Year Abroad**.

Upon return students must submit Erasmus Grant Receipt 2 (emailed by the International Office at UCL) **by 1 July**, Proof of Departure (in the UCL Study Abroad Student Handbook; available at: <http://www.ucl.ac.uk/prospective-students/international-students/current-students/ucl-students-abroad/sa-forms> and via Moodle), Erasmus Report Form (available at: <http://www.ucl.ac.uk/prospective-students/international-students/current-students/ucl-students-abroad/sa-forms> and on Moodle) and Erasmus Grant Receipt 3 (emailed by the International Office at UCL) **by 31 July** to the International Office at UCL. Throughout the process students must observe the responsibilities for UCL students studying abroad as set out in the UCL Study Abroad Student Handbook (available in the UCL Study Abroad Student Handbook; available at: <http://www.ucl.ac.uk/prospective-students/international-students/current-students/ucl-students-abroad/sa-forms> and via Moodle).

11. **Shell-units:** Students must make sure that they are registered on Portico for the correct Year Abroad Shell Units. These units (completed throughout the Year Abroad) do not get numerical marks, but are assigned either a Pass or a Fail, depending on whether students have submitted the required information by the deadlines. Different departments may use the shell-units in different ways. However, details of each of the shell-units as they relate to Classics / Ancient World Studies are given below.

AHSYA001 Progress Portfolio A (0.5 unit): complete and submit the Progress Portfolio form (available from the Departmental Office) and return by email to the Study Abroad Tutor at UCL **by the end of December of the Year Abroad** at the latest.

AHSYA002 Progress Portfolio B (0.5 unit): complete and submit the Progress Portfolio form (available from the Departmental Office) and return by email to the Study Abroad Tutor at UCL **by the end of May of the Year Abroad** at the latest.

AHSYA005 Year Abroad Self-Evaluation C (1.0 unit): complete and submit the UCL Study Abroad Questionnaire (available at: <http://www.ucl.ac.uk/prospective-students/international-students/current-students/ucl-students-abroad/sa-forms> and on Moodle) online **by 1 July of the Year Abroad**. Students on an Erasmus exchange are also required to complete and submit several Erasmus Forms (see above).

AHSYA006 Performance Documentation A (0.5 unit): complete UCL Attendance Form (available at: <http://www.ucl.ac.uk/prospective-students/international-students/current-students/ucl-students-abroad/sa-forms>), obtain the signature and stamp of authority of the institution attended and return the form to the International Office at UCL **by the end of February of the Year Abroad** at the latest.

AHSYA007 Performance Documentation B (0.5 unit): complete UCL Attendance Form (available at: <http://www.ucl.ac.uk/prospective-students/international-students/current-students/ucl-students-abroad/sa-forms>), obtain the signature and stamp of authority of the institution attended and return the form to the International Office at UCL **by the end of June of the Year Abroad** at the latest.

12. The Year Abroad Dissertation is an essay of 8,000–10,000 words on a subject related to one or more of the courses taken in the first or the second years at UCL or during the Year Abroad. By **15 January of the Year Abroad** a chosen theme must be agreed with and submitted to the Study-Abroad Tutor at UCL, who will assign a supervisor at UCL. By **28 February of the Year Abroad** the exact title must be submitted to the Study Abroad Tutor at UCL. The dissertation itself must be submitted to the Departmental Office **by 1 September in the summer following the Year Abroad** (for further details see Greek and Latin Undergraduate Handbook).

Students are also asked to submit a report about their experiences with life abroad to the Study Abroad Tutor by the same date, for the benefit of future students, and to indicate whether they are happy for it to be passed on to other students in the Department.

### **YEAR ABROAD FOR JOINT DEGREE STUDENTS**

Students who are registered for a joint degree including a modern language (e.g. Latin and French) will spend their third year in a country in which this modern language is spoken. Their year abroad will be organized by the relevant modern language department, which is their home department (for more information on procedures, rules, deadlines etc. contact the relevant department). The Department of Greek and Latin requires students to choose an Erasmus placement and to include Classics courses in their study programme at the host institution; students are asked to send the Department of Greek and Latin a copy of their Learning Agreement as proof of this. Any other arrangements need the prior approval of the Joint Degrees Tutor in the Department of Greek and Latin.

## **UCL GLOBAL CITIZENSHIP PROGRAMME**

The UCL Global Citizenship Programme offers undergraduate 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. The courses and activities on offer complement your academic education and help you develop the qualities of a global citizen. Each year you will receive a record of participation on your HEAR, as well as enjoying two weeks of specially designed activities while working alongside students from across UCL. More information is available on the [UCL Global Citizenship Programme website](#).

## **Brief A-Z of Useful Contacts in UCL**

### **Accommodation**

#### ***UCL Residences***

The office is open for enquiries about UCL student housing from 9.00am to 5.00pm Monday to Friday.

UCL Student Residences, University College London, 117 Gower Street, London WC1E 6A. Tel: +44 (0)20 7679 6322, Fax: +44 (0)20 7383 0407, email: [residences@ucl.ac.uk](mailto:residences@ucl.ac.uk) Web: [www.ucl.ac.uk/accommodation](http://www.ucl.ac.uk/accommodation)

#### ***University of London Housing Services***

This office provides information and advice on private accommodation to all students of the University of London (including UCL) between the hours of 10.00am to 5.00pm Monday to Friday (11.00am to 5.00pm on Tuesday). During September, the office is also open from 10.00am to 2.00pm on Saturday.

University of London Housing Services, University of London Union, 4th floor, Malet Street, London WC1E 7HY. Tel: 020 7862 8880, Fax: 020 7862 8084, email: [housing@lon.ac.uk](mailto:housing@lon.ac.uk) Web: [www.housing.lon.ac.uk](http://www.housing.lon.ac.uk)

### **Disability Centre**

Room G16, South Wing, main Wilkins building.

If you are dyslexic, have a disability (including a mental health difficulty) or a long term medical condition that may impact on your studies please contact Student Disability Services (SDS) on 020 7679 0100 or email [disability@ucl.ac.uk](mailto:disability@ucl.ac.uk). If you wish to apply for special exam arrangements it is best to register with SDS as soon as you can, particularly if you have dyslexia. More information about the services and support available from Student Disability Services can be found on their website: [www.ucl.ac.uk/disability/](http://www.ucl.ac.uk/disability/).

### **Doctor**

It is strongly recommended that you register with a doctor as soon as possible after you arrive in London. The UCL Health Centre is an NHS practice located at 3 Gower Place which includes a NHS general practice, a NHS dental practice and an occupational health service. The Health Centre reception is on the second floor. The practice is open from 9.00 am to 5.30 pm Monday to Friday. A 'drop-in' service is available on weekdays from 9.30 am to 10.30 am and 2.30 pm to 3.30 pm. Students living within a wide area of Central and North London may register with the NHS practice, which provides home visits when necessary. Tel: (020) 7387 6306 (internal: 32803 / 37057).

### **Examinations**

Examinations Office, UCL Registry, Room G6, Ground Floor, South Wing, Main Campus. Opening hours: Monday - Friday 10.00am - 4.00pm for personal callers (9.00am - 5.00pm for telephone enquiries) Tel: 020 7679 4126 (internal: 34126) Fax: 020 7679 7879. Email: [examinations@ucl.ac.uk](mailto:examinations@ucl.ac.uk)

### **Fees Office**

Room G19, South Wing (Monday to Friday, 10.00 a.m. – 4.00 p.m.)

Telephone: 020 7679 4125/4128. Email: [fees@ucl.ac.uk](mailto:fees@ucl.ac.uk)

### **Financial Support and Welfare**

Room G19, South Wing (Monday to Friday, 10.00 a.m. – 4.00 p.m.)

Telephone: 020 7679 7021/2823

### **International/Study Abroad Office**

Department of Educational Liaison, UCL Registry, Room 19, First Floor, South Wing, Main Campus .Tel: 020 7679 7765 (internal: 37765) or 020 7679 2351 (internal: 32351).

Opening hours: Monday - Friday 10.00am - 4.00pm for personal callers

(9.00am - 5.00pm for telephone enquiries)

As well as providing information about degree programmes and study abroad opportunities, the International Office provides pastoral assistance to overseas students.

### **Library**

Main UCL Library, Wilkins Building, Gower Street, WC1E 6BT.

Telephone (Issue Desk): 020 7679 7792, Fax: 020 7679 7373,

email: [library@ucl.ac.uk](mailto:library@ucl.ac.uk)

The Main Library is located on the 1st floor of the Wilkins Building. The easiest way to reach it is to enter the main UCL site via the Gower Street entrance, walk around the left hand side of the central portico and enter the door at the top of the ramp. Once inside, turn left and go through the door at the end of the small corridor. The library entrance and reception desk are to the right, adjacent to the Octagon. For opening hours and other services, including photocopiers, please refer to the website:

<http://www.ucl.ac.uk/Library/main.shtml>

Classics Librarian: Jes Cooban [j.cooban@ucl.ac.uk](mailto:j.cooban@ucl.ac.uk)

### **Oyster Card**

In conjunction with Transport for London (TfL), 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 per cent less than adult-rate season tickets.

In order to be eligible for this card you must be a registered full time student and over 18 years of age. 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)

You must have enrolled as a full time student at UCL before you apply. Transport for London will confirm your eligibility for the photocard scheme directly with UCL. You may use the online application process for both your first application and any subsequent applications, including replacements for lost/stolen photocards. The cost for each application is £5. Visit:

<https://photocard.tfl.gov.uk/tfl/gotoApply.do?type=student&from=home>

Transport for London is a great place to find out about all aspects of travel in London, see [www.tfl.gov.uk](http://www.tfl.gov.uk)

Barclays Cycle Hire is available in various locations around the campus

There is a Barclays Cycle Hire Docking Station around the corner from Gordon House in Taverton Street (see *TFL Map*: <https://web.barclayscyclehire.tfl.gov.uk/maps> )

**UCL Student Psychological Services**

Room 101, 3-4 Taviton St (by appointment, Monday to Friday, 9.30 a.m. – 5.30 p.m.)  
Telephone: 020 7679 1487. Provides help and advice for students who are facing emotional problems. Website:

[http://www.ucl.ac.uk/student-psychological-services/index\\_home](http://www.ucl.ac.uk/student-psychological-services/index_home)

**Rights and Advice Centre**

UCL Union's Rights and Advice Centre is located on the 1st floor of the Bloomsbury Building. Open Monday to Friday 9:30am to 5pm. Tel: 020 7679 2533/2507. email: [ucl-rights.advice@ucl.ac.uk](mailto:ucl-rights.advice@ucl.ac.uk).

The Centre offers confidential information, advice, and practical support for UCL students on immigration rights, grants, loans , financial advice, housing, council tax , and legal advice.

## Prizes awarded from the Department of Greek and Latin

The following prizes etc. are awarded on the recommendation of the Head of Department (in the case of the AW sessional prizes, the AW Programme Tutor; in the case of the Skutsch Prize, the Professor of Latin), customarily on the basis of discussion after the Board of Examiners meeting.

a) **Sessional prizes.** These are awarded to students who, in the session for which the award is made, are in their first or second undergraduate year and whose work for that session is considered to have been of a good honours standard. There are two sessional prizes of £30 each for BA Classics (including Latin with Greek, etc.) and two for BA AW (but prizes can be divided).

For the BA programme in Classics (including Latin with Greek, etc.) two *named* prizes have been designated sessional prizes by the College:

**Key Prize for Latin**

**Long Prize for Greek.**

b) **Other Prizes** awarded for specific achievements

**Mark Gretton Prize** (£30). For the best overall performance in Beginners Greek by a student of any department in UCL.

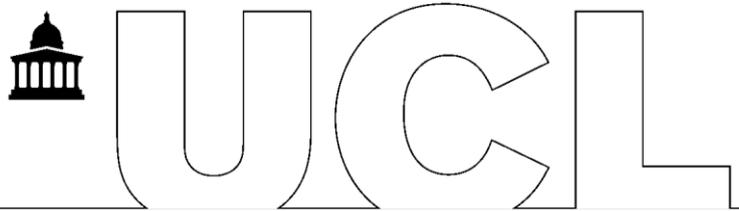
**Platt Prizes** (£15—one or more awarded). For students “in the Honours Class in Greek”. (At the time it was devised, that wording was presumably intended to exclude Subsidiary students and those taking the then Ordinary BA as opposed to Honours in a specific subject. It is established by recent precedent that it does not restrict the prizes to Finalists, or to any particular level of the study of Greek, and does not exclude AW students.)

**Otto Skutsch Prize** (£50). For excellence in Latin on the basis of final exam results.

**Postgate Prize** (£220). For the candidate for Honours in Classics who takes Classical Philology as a special subject and does best in the exam in this subject. (Again, it is established by recent precedent that “Classics” here also includes ACCA, and *a fortiori* therefore AWS. The recipient must be a student of UCL).

c) **Faculty nominations**

The Boards can nominate one candidate for the Rosa Morison Medal and Prize, awarded to the best finalist in the Arts and Humanities Faculty, and an unspecified number of outstanding students (not in the first year, and in practice finalists) for mention in the Dean’s List.



**DEPARTMENT OF GREEK AND LATIN**

**EXTENSION REQUEST FORM**

**Please note: this form is valid only for courses taught by the Department of Greek and Latin.** If the course for which you are seeking an extension is taught by History or Archaeology, you must obtain the relevant form from one of those departments.

Name of Student: \_\_\_\_\_

Course Title and Number \_\_\_\_\_

Title of Coursework \_\_\_\_\_

Submission Deadline \_\_\_\_\_

I regret very much that I shall be unable to submit the above coursework on time because:  
*(Give specific reasons: "ill health" or "pressure of work" alone is not sufficient)*

I would therefore be grateful if you would give permission for me to submit on the  
following date: \_\_\_\_\_ (requested revised deadline)

***NOTE: ALL OF THE ABOVE SECTIONS MUST BE FULLY COMPLETED BEFORE YOUR REQUEST CAN BE CONSIDERED***

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed: \_\_\_\_\_ (Course Tutor) Date: \_\_\_\_\_

Agreed: \_\_\_\_\_ (Personal Tutor /Degree Tutor) Date: \_\_\_\_\_

Departmental Office (stamp and date):

This form must be submitted to the course tutor and the personal / degree tutor for approval **on or before** the day that the work is due; it must then be taken to the Departmental Office to be stamped and photocopied. **The original must be attached to the coursework when it is submitted.**

Please do not assume that your request will be granted - you must discuss it with the course tutor at the earliest opportunity. Please note that this form is not valid unless (a) it is fully completed and dated on or before the original submission deadline, and (b) the coursework is submitted by the new agreed deadline.

DEPARTMENT OF GREEK AND LATIN

**EXTENUATING CIRCUMSTANCES FORM**

This form is to enable the BA Classics/AW Board of Examiners to take into consideration any special circumstances that you believe may have affected your work **during the academic year**. It must be accompanied by medical certification and any other relevant evidence and discussed with your Personal Tutor and/or Dept/Programme Tutor.  
Even if you have completed this form before, you must make a fresh application for each academic year.

**Forms completed more than one week after your last examination will not normally be accepted.**

NAME..... YEAR.....

PERSONAL TUTOR.....

COURSE(S) TO WHICH THE SPECIAL CIRCUMSTANCES APPLY (and relevant dates):

.....  
.....  
.....  
.....

**CIRCUMSTANCES:**

a) **Medical** - brief description **to be accompanied by a doctor's letter or self-certification form:**

Give the dates when the illness started and when you were fit to return to study.

b) **Other** - brief description **to be accompanied by relevant evidence:**

Give dates between which the problem described in this section affected you.

SIGNATURE..... DATE .....

UCL Department of Greek and Latin

**UNDERGRADUATE STUDENT PROGRESS FORM**

Each student must attend regular meetings with their Personal Tutor to discuss progress. Before the meeting students must complete this form and take a copy to the Personal Tutor, who will then add their comments and pass a copy to the Departmental Tutor.

NAME: \_\_\_\_\_ YEAR OF COURSE: 1 / 2 / 3 / 4

DEGREE: \_\_\_\_\_ PERSONAL TUTOR: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CONTACT PHONE NO: \_\_\_\_\_

Date of meeting with Personal Tutor \_\_\_\_\_

List of courses for which you are enrolled and comments on those courses (including marks awarded to date for assessed work, if any)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you missed any exams or tests yet? Have you had any significant absences, and if so, why?

\_\_\_\_\_

Have you had to request an extension to any essay deadline? If yes, for what reason(s)?

\_\_\_\_\_

Student's comments on overall progress and performance (problems? achievements?)

Signed \_\_\_\_\_

Date \_\_\_\_\_

Personal Tutor's comments

Attendance / general academic performance

Coursework / exams

Practical issues (e.g. accommodation, finance)

Plans / activities beyond university

Other

Signed \_\_\_\_\_

Date \_\_\_\_\_