University of St Andrews

School of Classics

Handbook for Postgraduate Research students

2017-2018
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IMPORTANT NOTE

Please make sure that you familiarise yourself with the contents of this Student Handbook.

Every effort has been made to ensure that the information provided in this Student Handbook is correct at the time of printing. However, errors can occur, and both the School and the University may make amendments and updates throughout the year. Students are therefore urged to check regularly information published on the School of Classics and University of St Andrews websites.

https://www.st-andrews.ac.uk/classics/current/

http://www.st-andrews.ac.uk/studenthandbook/

http://www.st-andrews.ac.uk/students/
Welcome to the School of Classics

By choosing to pursue postgraduate study in the School of Classics you have become part of a 600-year history of classical scholarship at St Andrews, and you have joined a research environment that is renowned internationally for the quality and originality of its research. At the heart of this environment is a community of scholars whose publications span the history, societies, cultures, philosophy, science, and literatures of ancient Greece and Rome as well as the reception of Greece and Rome from antiquity to the present day.

We see our postgraduates as a vital part of the School’s intellectual community and are keen to involve you fully in the school’s research culture. Postgraduates represent the next generation of researchers, and bring fresh ideas and perspectives to an ancient tradition. We look forward to working alongside you to help you to identify suitable topics for research, and thereafter, to develop your ideas and to realize your intellectual potential.

I wish you every success in your studies and hope that you will take advantage of the university’s rich and diverse intellectual environment. Please do not hesitate to contact me if there is anything that you would like to discuss during the course of your degree.

1. Information for Postgraduate Students

This Student Handbook provides you with some important information relevant to your studies. It includes key features of your studies; outlines the academic and administrative organisation in the School of Classics; and explains the procedures and regulations relevant to your studies at the University of St Andrews.

1.1 Key Contact Points at the School of Classics

Head of School: Professor Jason König
Email: classicshos@st-andrews.ac.uk
Tel No: (01334) (46)2618

Deputy Head of School: Dr Emma Buckley
Email: eb221@st-andrews.ac.uk
Tel No: (01334) (46)2622

Director of Postgraduate Studies: Dr Alex Long
Email: classicsdopg@st-andrews.ac.uk
Tel No: (01334) (46)1607

Director of Teaching: Dr Ralph Anderson
Email: classicsdot@st-andrews.ac.uk
Tel No: (01334) (46)2619

Disability Co-ordinator: Jo McGinley
Email: classpgr@st-andrews.ac.uk
Tel No: (01334) (46)2608
Health & Safety Co-ordinator
Email: classpgr@st-andrews.ac.uk
Tel No: (01334) (46)2602

School Librarian
Email: clslib@st-andrews.ac.uk
Tel No: (01334) (46)2602

1.2 Professional Services Team
The Professional Services Team is located in Room S8 within Swallowgate and is made up of:

School Secretary: Sam Dixon
Email: classpgr@st-andrews.ac.uk
Tel No: (01334) (46)2600

Taught Course Secretary: Jo McGinley
Email: classpgt@st-andrews.ac.uk
classug@st-andrews.ac.uk
Tel No: (01334) (46)2608

Events
Email: classcon@st-andrews.ac.uk
Tel No: (01334) (46)2602

The office is normally open to students Monday to Friday from 9am-1pm and 2pm-5pm.

Students in the first year of the MPhil should have a copy of the course booklet for CL5001 or CL5002, which contains important information that complements the information contained in this booklet. Research students should sign up for GRADskills courses https://www.st-andrews.ac.uk/capod/students/pgresearch/gradskills/ as discussed with their supervisors in their initial planning meeting.

Postgraduate students must familiarize themselves with the University’s Postgraduate Policies.

Regulations for research students are to be found at Policy for Supervisors and Students in Research Postgraduate Programmes.

Further academic policies can be found here:
https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/

https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/#d.en.245571

All graduates are responsible for making certain that they know what is required of them for their degrees for which they are registered.
Students are responsible for ensuring that their personal details are kept up to date and should make any changes online via MySaint which can be found at https://mysaint.st-andrews.ac.uk/uPortal/f/welcome/normal/render.uP

2. Rules about Absence and Travel
All postgraduate students are expected to be resident in St Andrews for the duration of their degree. Any other arrangements must be approved IN ADVANCE by the Head of School and Faculty; please discuss this with the Director of Postgraduate Studies in the first instance. See the Location of Studies (PDF, 243 KB) document for more details.

It is very important to keep in touch with your Supervisor, whether you are taking the PhD or an MPhil. It is your responsibility to inform her or him before going away from St Andrews for more than a few days.

If you travel overseas on University business (such as for conference attendance or archive work), you should notify the PG secretary (classpgr) of the dates and destination(s).

1st-year PhD students MUST be available in the period 4 - 15 December 2017 for their review meeting.

All research students must be available for review in the period 7 - 18 May 2018.

Any travel during your studies must comply with the University's Location of Studies and Fieldwork policies.

Travel for less than 28 days
For absences up to 28 days (38 days, if this period coincides with a period of University closure), you must inform your Supervisor and the School (at classics@st-andrews.ac.uk).

Travel for more than 28 days
If you will be absent from your normal term-time address for more than 28 days (38 days, if this period coincides with a period of University closure), you need to request approval, and provide a temporary address, through the Location of Studies tool. The request goes to the DoPG and Pro Dean for approval. You can access the tool in MySaint as follows:
• Go to: https://mysaint.st-andrews.ac.uk/
• Log in with your University username and password
• Once logged in, if you have both a Student and a Staff tab in the top left of the screen, click on the Student tab. If you do not have this option, please ignore this step.
• Click on My applications
• Scroll down to e:vision applications
• Here you will find the change in location option, and will be able to access the form.
• If you have issues with accessing the form, please e-mail pgrlocation@st-andrews.ac.uk

Fieldwork
Any travel for purposes that the University classes as formal ‘Fieldwork’ must be proposed to the Pro-Dean for approval (normally 3 months in advance, though exceptions can be granted). The form and guidance can be found under 'Fieldwork' here. Only certain kinds of research travel will fall
under this policy. We have been given some guidance about how some common types of travel will be treated:

- Work in museums or research institutions such as the BSR and BSA will never count as fieldwork, regardless of duration
- Participation in an organised dig or archaeological survey project for less than 28 days will not count as fieldwork, but trips of more than 28 days will be treated as fieldwork
- Solo research trips to investigate sites or landscapes of less than 28 days may or may not count as fieldwork, depending on the destination. (Students should consult their supervisors on this; supervisors can get informal guidance from the Pro Dean if necessary.) Trips of more than 28 days will always count as fieldwork.
- If in any doubt about whether travel will count as ‘fieldwork’, consult your supervisor.

3. Ethics

In the unlikely event that your dissertation involves data collection from questionnaires, interviews of, interactive investigation of, experimentation upon or demonstrations involving living human subjects, you must obtain formal approval from the University Teaching and Research Ethics Committee (UTREC).

It is University policy that any research involving children under 18 should be reviewed by the UTREC Child Panel and that the researcher should hold an ‘Enhanced Disclosure Scotland’ (EDS) certificate.

The principal supervisor is responsible for ensuring that the student has received the appropriate ethical clearance from UTREC and the Child Panel before research begins.

Any Masters Dissertation or PhD thesis requiring ethical approval from UTREC must have the letter or email of ethical approval bound into the appendix before submission.

4. The transition from undergraduate to postgraduate work

Many newly graduated students, especially those who have already been working at a high level during their undergraduate courses, find it difficult at times to know exactly how postgraduate work should differ from what they have been doing already. Perhaps the best advice on what is different about postgraduate study is to be had from other graduate students who have made the change already. For MPhil students the topic will be prominent in the early meetings of the training modules CL5001 and CL5002. Here are some pointers:

- **Postgraduates will usually study in a more independent way.** This may mean writing your own reading lists, and it usually means taking a more active role in deciding what topics to work on. Equally it may mean working closer to primary sources and using secondary (modern) material as a guide more than as an authority.

- **Postgraduates work more professionally.** This means not just being personally organised - although postgraduates do have to take special care about scheduling their time, ordering books in advance and so on when it comes to planning large pieces of work like dissertations – but it also refers to presenting work in a proper scholarly manner, orally as well as in writing.

- **Postgraduates read in a more critical way.** This means approaching ancient sources and evidence with particular care and thinking hard about the best methods to employ in interpreting them. It also means using secondary literature with more of a sense of the background and agenda of the individual authors, and the strengths and weaknesses of
their approaches. Being critical does include being sceptical of others’ arguments, and looking for weak points in them, but it also means learning to do this in a constructive spirit. It also includes becoming more constructively critical of your own work, and – hardest of all – learning how to make best use of others’ criticisms of it.

Being a postgraduate does not mean having to manage on your own. All staff are well aware that postgraduates have a great deal to do in very little time, and know from their own experience how difficult this transition can be at times. Students should not wait to ask for help if they feel they are getting stuck. You are encouraged to email the Director of Postgraduate Studies, if you have any questions, if you would like to arrange a time to have a more detailed meeting, or for consultation on any issues which concern you. You are also encouraged to discuss any matter with the PG Reps, who can, if you wish, liaise between you and the Director of Postgraduate Studies.

5. Funding for Postgraduate Travel and Research

School funds are available to full-time and part-time postgraduates for photocopying and inter-library costs, conferences and research travel, and other research costs, as follows:

5.1 Printing and photocopying

UniPrint devices in the School and elsewhere are available for printing, scanning and photocopying. Instructions for use may be found at https://www.st-andrews.ac.uk/students/uniprint/.

The School proposes to put your UniPrint account on tracking, which means that the School will automatically pay for your printing in this way.

Usage will be monitored, and apparently unreasonable use will be questioned.

If you are printing/copying for teaching, then please email classpgr@st-andrews.ac.uk with a note of how many sheets you have done, so that this can be taken into account.

If you do private printing, not connected with your research or teaching duties, you should note the number and type of sheets, and email classpgr@st-andrews.ac.uk; the School will bill you for the cost. Prices may be found at http://www.st-andrews.ac.uk/students/uniprint/printingprices/

At the point that we put you on tracking, all your existing credits will be lost. This includes those you have paid for, those provided by the School, and those provided automatically by the University for every student. You can see how many credits you have – there may be some you are not aware of – by following the link to visit MyPrint on http://www.st-andrews.ac.uk/students/uniprint/printingprices/. Each UniPrint device can also provide you with this information.

Once you have used up your existing credits, please email classpgr@st-andrews.ac.uk. You will then be put on tracking.

5.2 Conferences and research travel: normal allocation

Each postgraduate may apply for reimbursement of

(1) travel to conferences or to undertake research
(2) conference fees
(3) daily maintenance grant for the period of absence

There will be an annual upper limit, for each individual, set at £350 for MPhil and PhD students.

For the purposes of these claims, the year is defined by the University’s financial year, which ends on 31st July. No carry over from one year to the next is allowed.

Applicants should investigate alternative sources of funding. The Classical Association offers bursaries for attendance at its Spring Conference, which are allocated by the Director of Postgraduate Studies – see http://www.classicalassociation.org/grants.html

Applications must be approved IN ADVANCE by the Director of Postgraduate Studies. You should apply to the Director of Postgraduate Studies at least 10 working days in advance of the date on which you wish to make your booking.

The following is the procedure for applications:

I. You should obtain the approval of the Director of Postgraduate Studies for your attendance at the conference.
II. Book your travel/accommodation, preferably using D P and L Travel, which can invoice the School for payment directly from your research allowance; but note that this applies only if the total bill can be paid from the remainder of your allowance. In all other cases, including bookings you make for yourself under £300, it is essential to submit receipts.
III. Conference fees, accommodation costs, etc., should be paid by the applicant, and will then be reimbursed upon production of receipts. Note that receipts are required by the University Finance Office, and payment will normally be refused if they are not provided. If conference organisers do not automatically send a receipt for conference fees, etc., then please ask for one.
IV. Complete the claim form, downloadable from www.st-andrews.ac.uk/students/money/otherinformation/paymentofstudentexpenses/
V. Remember to make sure your bank details are correctly recorded on e-vision.
VI. The approval from the Director of PG Studies, along with the completed form and receipts, where appropriate, should be given to the School Secretary, Sam Dixon, who will pass it on to the Head of School for authorisation.

5.3 Conferences and research travel: additional allocation scheme
Any postgraduate student may apply for additional funding for conferences and other research expenses over and above their normal allocation. These awards will be made from a small fund managed by the postgraduate committee, and applications will be considered competitively. There is a ceiling on additional awards of £300 per applicant per year. Any monies not awarded will be returned to the School’s operational budget and not carried over into following years.
Applications should state in no more than two sides of A4:
• The project for which funding is sought (giving costings).
• The reasons why it would make a contribution to research or career development.
• How the normal allocation of funding has been or will be spent.
Applications may be made at any time. You should apply to the Director of Postgraduate Studies at least 10 working days in advance of the date on which you wish to make your booking. Applications should in addition be submitted electronically to classpgr@st-andrews.ac.uk. Applications will be judged on their relevance to research for theses. Applications for conference funding will be more likely to succeed for those giving papers than for those simply attending. Supervisors will be consulted, and the applicant’s progress will be taken into account. The PG Committee’s decisions in this competition will be final.

5.4 Entitlements of students in continuation period, part-time students and other special cases

Travel funding is available to students in their Continuation period, but not during any Extension period. This means that the School normally offers travel funding for four calendar years of full-time research. Part-time students are entitled to 50% of the usual annual allowances over their longer term of study. Students who begin their studies mid-way through an academic year will be entitled to a proportionally reduced allocation in the first academic year and the balance of that allowance in the final academic year of their studies (so that their total entitlement is equal to that of a student starting in September).

5.5 Other research expenses

The School will also seek to provide for other research expenses, such as purchase of photographs or microfilms, or acquisition of specialist software. Applications must be submitted WELL IN ADVANCE to the Head of School and will be considered by the Head plus the Management Committee. Note that the School cannot contribute to the normal cost of typing and binding theses, which have to be met by the student. However, you may use your £30 p.a. printing allowance to make copies of the thesis, and, if exceptional costs are incurred (e.g. on photographs), a grant may be available. The University’s Print & Design Unit is ideally set up to print and/or bind your dissertation and thesis. You can send your material in PDF format (with a note of pages to be printed in colour) to: printanddesign@st-andrews.ac.uk and then they will be in touch when your job is ready. Price lists and further information: www.st-andrews.ac.uk/printanddesign/

6. Seminars, conferences and colloquia

6.1 Research seminars

The School runs a research seminar on most Fridays in both semesters at which a variety of internal and external speakers are invited to present papers. The School’s Research Committee consults the postgraduate community annually to ask for suggestions for visiting speakers. The seminar gives an invaluable opportunity to acquire some familiarity with the subjects, methods and perspectives of research across the whole spectrum of Classics. All postgraduates are required to attend at least three seminars per semester, but they are strongly encouraged to attend more regularly, and to ask questions. There is generally a chance to meet visiting speakers in a less formal setting after the papers.

Postgraduates are also encouraged to familiarize themselves with research seminars on offer in other Arts departments, such as History, Philosophy, English, International Relations, Social Anthropology and Art History.
In addition the Classical Association of Scotland organises events in Glasgow, Edinburgh and St. Andrews. This often provides a chance to hear invited lecturers. At some meetings graduates from the three universities give papers on their current research interests. This is an excellent way to meet other graduates and to get experience in presenting one’s work. Forthcoming meetings will be announced at http://cas.wp.st-andrews.ac.uk/.

The Classical Association Conference (for Classicists from the whole of the UK), holds annual meetings at different British Universities, as does the Ancient History Postgraduate Meeting. Postgraduates are encouraged to attend the Classical Association and also to submit papers themselves. Next year’s CA conference is in Leicester, 6-9 April 2018. Details of this and other useful links can be found at http://www.classicalassociation.org/.

Each year the Classical Association offers a number of Bursaries to enable postgraduate students to attend the conference. Applications for bursaries are processed via the School. The Director of Postgraduate Studies will circulate details to all postgraduate students.

6.2 Postgraduate seminars in the School of Classics
I. Research in Progress Seminar
II. A lunchtime postgraduate seminar takes place in the School organized by postgraduates as an informal forum for giving papers and discussing issues of shared interest. This seminar sometimes invites the Director of Postgraduate Studies or other members of staff to do sessions relating to career development or research skills. Seminars usually take place on Friday at 1pm.
III. Invited Speakers
IV. The postgraduate community has an annual budget for the purpose of inviting speakers to present their research at special research seminars convened by the postgraduates. The invitation of speakers will be agreed annually by the Postgraduate Representative after consultation with all postgraduates in the School, and in discussion with the Research Committee (to avoid overlapping invitations).

6.3 Organizing your own conference
The School is also keen to encourage Postgraduate students to organize and host their own colloquia/conferences in the School of Classics. The Postgraduate Committee has a small fund which could contribute start-up funding for the organization of a colloquium. Funding is also available through the GRADskills ‘Innovation Grant’ scheme (www.st-andrews.ac.uk/capod/funding/innovation/) and the Scottish Graduate School in Arts and Humanities (www.sgsah.ac.uk). Any postgraduate student who is interested in organizing a conference should contact the Director of Postgraduate Studies in the first instance.

6.4 STAGE days
Through the STAGE (St Andrews, Glasgow, and Edinburgh) organisation the three Scottish Classics departments collaborate in running workshops incorporating research training and career development in a relaxed and sociable atmosphere. You will receive information about these by email, including the names and contact details of the St Andrews STAGE reps.
7. Libraries

If you find that a recent book, still in print, is not in the University Library or our Class library, and you think it should be, then tell your Supervisor. He or she may be able to order the book if it is not already on order – but remember that the purchase and processing of books for the Library is often a slow business.

7.1 The School of Classics library

The Class library is situated on the first floor of Swallowgate.

Postgraduates may borrow books for up to a year; for each book you borrow, you should complete a slip to be found by the SAULCAT PC in the library, and leave the completed slip in the box. Please complete in ball point pen, check that the lower coloured portion is legible, and leave both sections in the box. Books should be returned in person after use to the School Librarian, Mrs Carol Wright, in S8. Do not leave on the trolley or elsewhere. If books are required by another borrower or for the Short Loan section, the School Librarian will email you; please then return them promptly. Access to material stored in the librarian’s office (S8) is available during office hours only.

The PC in the library is intended for consultation of the SAULCAT catalogue, and can be used for nothing else.

Postgraduates have 24-hour access to the Class Library. You must use the library with regard to the needs of other people: no eating or drinking (bottled water only), proper and careful use of books, no loud conversations.

The Class Library is open for general use Monday to Friday 9am to 5pm. If you leave the library outwith those times, please lock the door behind you.

Further details on School library procedures are available at https://www.st-andrews.ac.uk/classics/handbooks/class-library/

7.2 Inter-Library Loans

Inter-Library loans are free for University staff and students. Full details of the ILL system are available at http://libguides.st-andrews.ac.uk/Inter-LibraryLoan as are details of the online ordering system.

7.3 Other Libraries

For postgraduates researching in certain fields, it may be advantageous to become a member of the Institute of Classical Studies in London. Membership is free, but entitles you to use the Institute Library only in London. Membership of the Hellenic and Roman Societies also entitles you to use the library, and to borrow books and photocopies by post. Reduced membership rates apply to graduate students.

Further details are available at:
https://ics.sas.ac.uk/library
http://www.hellenicsociety.org.uk/library/
http://www.romansociety.org/library.html
A number of library catalogues are available on the web. Among the more important for Classicists are:

- [http://www.lib.cam.ac.uk/newton/](http://www.lib.cam.ac.uk/newton/) (Cambridge)
- [http://solo.bodleian.ox.ac.uk/primo_library/libweb/action/search.do?vid=OXVU1&fromLogin=true&reset_config=true](http://solo.bodleian.ox.ac.uk/primo_library/libweb/action/search.do?vid=OXVU1&fromLogin=true&reset_config=true) (Oxford)
- [http://catalogue.ulrls.lon.ac.uk/search~S7](http://catalogue.ulrls.lon.ac.uk/search~S7) (ICS in London)
- [http://library.st-andrews.ac.uk/](http://library.st-andrews.ac.uk/) (St. Andrews)
- [http://copac.jisc.ac.uk](http://copac.jisc.ac.uk) (24 major university research libraries, the British Library, the National Library of Scotland, and the National Library of Wales)

8. The postgraduate committee and the postgraduate representatives

For 2017-2018, membership of the Postgraduate Committee is as follows:

- Chair: Dr Alex Long (agl10)
- Dr Michael Carroll (mjc33)
- Dr Eleri Cousins (ehc5)
- Dr Emma Gee (ergg) (sem 2)
- Dr Carlos Machado (carm) (sem 1)
- Dr Kleanthis Mantzouranis (km254) (sem 1)
- Dr Beppe Pezzini (gp63)

The committee deals with matters of general concern to the postgraduate community of the School, especially the allocation of working space to postgraduates and the School’s provision of IT and other resources. The Committee holds an annual open meeting to which all postgraduates are invited to discuss issues of this kind. It also considers applications for PG funding.

The PG Reps are elected by fellow postgraduate students in the School of Classics. The representatives’ role will be to communicate concerns or ideas which come from postgraduates in the School and to assist the School in relevant consultations with the postgraduate community over policy and best practice. They may be asked to represent the views of postgraduates in the School in feedback sessions on GRADskills and other areas of University-based provision.

9. Reviews of postgraduates' progress

Each postgraduate student in the School of Classics has his or her progress reviewed regularly. This is part of a university-wide process. The purpose is to:

1. Ascertain whether the research student has progressed satisfactorily in their programme of study.
2. Be a useful feedback exercise.
3. Give the student formal practice in talking about their work (the subject of their dissertation, its importance to the field, and its methodological approach) to an interested audience that may include a non-specialist.
4. Promote the timely and successful completion of postgraduate research degrees.
5. Identify problems early, and help resolve problems where possible.
6. Ascertain whether any decision is required concerning the re-registration of a student for a higher or a lower degree than the one for which they are registered, or concerning leave of absence, extension, withdrawal, or termination of studies.

7. Serve as an opportunity for the student or supervisor to raise any concerns, and as a checkpoint to ensure school and supervisory provisions are satisfactory.

The progress and supervision of individual postgraduates is monitored by the School Postgraduate Committee, chaired by the Director of Postgraduate Studies. All matters are dealt with in the strictest confidence, in accordance with the University policy on confidentiality.

Research students, including MPhil students in their second year, will be interviewed by a Review Committee consisting of two members of academic staff, neither of whom will be your Supervisor. The Review Committees report to the School Postgraduate Committee, which makes final decisions about issues such as progression and re-registration at the end of the first year. The Postgraduate Committee is responsible for reporting your progress to the Faculty of Arts. Unsatisfactory progress can result in being registered for a different degree or discontinuation of studies. If your Supervisor is a member of the Postgraduate Committee, then she/he will not be directly involved in Committee decisions concerning you.

MPhil students may contact the MLitt Convener or the Director of Postgraduate Studies at any time if they have concerns.

Postgraduates registered for research degrees (2nd year MPhil and first-year PhD) will have a review at the end of their first semester, and another review at the end of the second semester. Thereafter PhD students will be reviewed at least annually, but should be prepared for additional reviews, if required.

If either the student or the supervisor has any cause for concern, then reviews in addition to those outlined above may be requested.

You must ensure that you are available to be reviewed during the periods specified in section 2 above:

1st-Year PhDs, 2nd-year MPhils and all PhD students whose start-date is not September: 4-15 December 2017.

All Research Students (except PhD students whose start date is not September and who are in their second or later year of study): 7-18 May 2018.

Prior to the review, you and your supervisor will each complete report forms, which will be passed to the interviewers. In addition, research students must submit pieces of work and plans, as outlined in the tables below. You will receive an email reminder of the dates for submission of reports and documentation.

**9.1 Progress review timetable: PhD students**

**9.1.1 Documents to be submitted**

In advance of each review, you are required to submit on MMS a review form and a work sample.
You should note that all material submitted via MMS may be read by your supervisor. If you would like to report something in confidence to the PG committee or the Director of Postgraduate Studies you are more than welcome to do so either in an email directly to the Director or to the PG Secretary to be circulated to the PG Committee. Alternatively, you could raise it orally with your Mentor, or with academic staff conducting your review. You may also communicate it by email to the University’s Pro Dean for PGR.

MMS log in page - [www.st-andrews.ac.uk/mms/](http://www.st-andrews.ac.uk/mms/). The relevant course is 2017/8 CLS-RESEARCH. You will find the review form there.

### 9.1.2 Review deadlines 2017-2018

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline for submission of documents</th>
<th>Interviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>27 November 2017</td>
<td>4 - 15 December 2017</td>
</tr>
<tr>
<td>2</td>
<td>30 April 2018</td>
<td>7 - 18 May 2018</td>
</tr>
</tbody>
</table>

### 9.1.3 Details of what you should submit in addition to your report form

#### Full-time PhD students

<table>
<thead>
<tr>
<th>Year of study</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 sem. 1</td>
<td>A 5,000 word document either summarizing or sampling research undertaken thus far.</td>
</tr>
<tr>
<td>1 sem. 2</td>
<td>A 10,000 word document containing detailed examples and illustration of any aspect of your proposed research. This could be in the form of one or more draft chapters.</td>
</tr>
<tr>
<td>2rd</td>
<td>A 20,000 word document containing draft material which is substantially different from that submitted in year 1.</td>
</tr>
<tr>
<td>3rd</td>
<td>A 40,000 word document containing draft sections of your PhD.</td>
</tr>
<tr>
<td>Continuation year</td>
<td>The polished chapters of your PhD.</td>
</tr>
</tbody>
</table>

#### Part-time PhD students

<table>
<thead>
<tr>
<th>Calendar Year of study</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A 5,000 word document either summarizing or sampling research undertaken thus far.</td>
</tr>
<tr>
<td>2</td>
<td>A 10,000 word document containing detailed examples and illustration of any aspect of your proposed research. This could be in the form of one or more draft chapters.</td>
</tr>
<tr>
<td>3</td>
<td>A 10,000 word document containing draft material which is substantially different from that submitted in year 2.</td>
</tr>
</tbody>
</table>
4 A 20,000 word document containing draft material which is substantially different from that submitted in year 3.

5 A 30,000 word document containing draft material which is substantially different from that submitted in year 4.

6 A 40,000 word document containing draft sections of your PhD.

Continuation year The polished chapters of your PhD.

MPhil Students

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Documents to be submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 sem. 1</td>
<td>A 10,000 word document summarizing or sampling research undertaken. This could take the form of draft dissertation chapters.</td>
</tr>
<tr>
<td>2 sem. 2</td>
<td>A 10,000 word document containing draft material which is substantially different from that submitted in semester 1.</td>
</tr>
</tbody>
</table>

Remember that meetings with your Review Committee are a supplement and not an alternative to the regular meetings you will have with your Supervisor, who will be the first line of enquiry for any queries or problems you may have. If you feel the need to discuss matters with another person, your second Supervisor or Mentor, or the School’s Director of Postgraduate Studies, will be available to you at any time.

10. The relationship between PhD students and their supervisors

Detailed regulations may be found in the Postgraduate Policies at https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/

10.1 Your supervisors' responsibilities

It is University policy that supervision of research students should involve at least two members of academic staff:

Principal Supervisor
A member of the academic staff of the University appointed to supervise a Research Degree Student.

Second Supervisor
Some projects (usually cross-disciplinary) require two academic supervisors. In these cases another member of academic staff will act as Second Supervisor, but no Mentor is appointed.

Mentor
A member of the academic staff who provides advice and support independently from the Supervisor, including pastoral support.
More detailed information on the role of the supervisors and mentors is provided here: https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/postgraduate/research/pgrstudents/

10.2 Your responsibilities
Your primary responsibility is to pursue your research with diligence and according to the highest standards of their discipline, taking due account of the advice and criticism offered by your supervisors and other scholars in your field(s). You should discuss with your supervisor(s) the type of guidance and comment that you find most helpful, and you should agree a schedule of meetings. It is your responsibility to take note of and respond to criticism of submitted work and all advice given by your supervisor(s).

You should agree a mutually satisfactory means of communication and contact with your supervisor(s) and, if you expect to be unavailable for more than a week, you should inform your (First) Supervisor and the Director of Postgraduate Studies as soon as possible. You are expected to keep appointments punctually and to be diligent in meeting deadlines for submitted work.

You should take the initiative in raising problems or difficulties, with either a Supervisor or your Mentor. If more appropriate, you may approach the Director of Postgraduate Studies or the ProDean Research Postgraduates.

11. Continuations, Extensions & Leaves of Absence
Note that there is no such thing as a ‘grace period’ following any official deadline. Students are expected to complete theses in time or apply for an extension. Otherwise their studies may be terminated.

The normal length of the PhD and MPhil is three and two years respectively. Students are entitled to an automatic ‘Continuation’ period of 12 months for a PhD and 6 months for an MPhil. In exceptional cases where you are unable to submit by the end of the Continuation period, you will have to request an Extension (for 3, 6, 9 or 12 months) through MMS and pay a re-registration fee. Extensions must be requested at least 3 months before the end of your Continuation period.

See the University's guidance regarding Leave of Absence or other changes to your studies https://www.st-andrews.ac.uk/staff/teaching/strategypolicy/policy/.

12. Submission of PhD or MPhil thesis
Guidance covering the submission of theses may be found at www.st-andrews.ac.uk/pgstudents/academic/theses/. These include the requirement to submit an electronic version. Supervisors and students should therefore think carefully about the copyright and IPR consequences of their work from the outset, and the Library and GRADskills will offer advice and training.

www.st-andrews.ac.uk/library/resources/collections/theses/ gives information and links that cover issues of deposit, copyright and embargoes.

The University’s Print & Design Unit is ideally set up to print and/or bind your dissertation or thesis. You can send your material in PDF format (with a note of pages to be printed in colour) to:
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printanddesign@st-andrews.ac.uk and then they will be in touch when your job is ready. Price lists and further information: www.st-andrews.ac.uk/printanddesign/

13. Keys and access to the Classics building

M.Phil. students may use their ID/library card to access the Classics building out of hours. They are entitled to apply to the School secretaries for keys to the Class Library and a key for the Craigard Kitchen is available.

PhD students may use their ID/library card to access the Classics building out of hours. They are entitled to apply to the School secretaries for keys to the Class Library. Only Research PGs may use the Postgraduate Study rooms.

Students are reminded to use all facilities respectfully. Food and drink must not be consumed in the Class Library, and should not be left around in PG study rooms. PG students are responsible for washing up used items in the Craigard kitchen. All rooms should be left in a fit state for cleaners. Postgraduates may not use the telephones, computers, photocopier, or FAX machine in any of the School Offices: these are solely for the use of secretarial and academic staff. If you need to make a telephone call or send a FAX, or to do photocopying in these offices, for whatever reason, then you may do so only during office hours, and only with the permission and in the presence of one of the School secretaries. Students will be expected to pay any surcharge on letters or packages that are delivered to the School for them, and are not normally permitted to use school mail facilities.

Incoming mail for PGs is kept on the mantelpiece in room S5, which is open 9 am – 1pm and 2 – 4 pm.

There are University computer classrooms in Swallowgate, in the IT services building half-way up Butts Wynd and in the University Library. The IT Helpdesk is at the end of the main concourse on level 2 of the University Library. A number of CD-ROM based resources for classicists are kept by our own School Librarian.

The School has a limited amount of study space for postgraduate students registered for the PhD degree. Postgraduate Study Rooms are located in Craigard 21, Craigard 24 and Swallowgate 5 and 12A. Desks in the study rooms are assigned by the Postgraduate Committee; applications should be made to the Director of Postgraduate Studies. Postgraduates making use of these shared facilities are expected to be able to do so without being disturbed by other users’ behaviour. Any users causing undue disturbance, for example by using study areas as if they are common rooms, may have their access privileges withdrawn or restricted.

Alcohol should be neither consumed nor stored in C21, C24 or S5 and S12A and food should not be left lying around. Wine left over from seminars must be stored (together with glasses) in the Craigard kitchen; empty bottles must be disposed of immediately in the bins to the rear of Craigard and not taken to the workrooms.

There is a limited number of lockers on the ground floor of Craigard available for use by PGs. Please let the School secretary (classics@st-andrews.ac.uk) know if you would like to use one.
14. Safety and security

In the recent past, books and valuables have been stolen from corridors and unlocked rooms in the building, so be careful never to leave valuables or confidential materials unattended. Remember that the University’s insurance policies do not cover private belongings of staff or students.

If you are using the building outwith normal working hours,

- it is wise to ensure that somebody knows where you will be if you are going to work in the building on your own outside normal office hours;
- ensure that outside doors are closed both as you enter the building and when you leave, and fasten all windows securely when you leave.
- No electric heater is to be left on in S5, S12A, C21 or C24 when the room is empty. Please ensure that you remember this when leaving the room, especially in the evening.
- Ensure that you lock the School Library if you are the last to leave it in the evening.
- Please see that lights are switched off if you are the last to leave the building.

The Craigard kitchen is kept locked at all times. This is for the personal safety of yourself and other users.

There are several hundred legitimate users of the building, so it is unrealistic to watch out for unauthorised visitors during normal opening hours, but nevertheless report to secretaries or academic staff anything that looks suspicious.

We are required by law to report any accidents or dangerous incidents, however minor, which take place on University premises; see the School secretaries, who will provide the appropriate forms. Likewise any crimes, incidents, and breaches of security (including sighting of intruders) should be reported on the appropriate form.

Postgraduates must not use the computer/AV equipment in S11, C26 or S4 without prior permission from the Head of School or his delegate.

15. Teaching Opportunities and Observation of Teaching

The School aims to facilitate postgraduates in career development, which may include teaching. The amount of teaching available depends on the School’s teaching budget, which varies from year to year, and on requirements of individual modules. Postgraduates do not teach in their first year, nor at any stage to an extent that would obstruct the progress of their research. NB: Those who would like to teach are required to seek the approval of the Director of Postgraduate Studies, and their supervisor. It is the responsibility of the student to ensure that the Director of Teaching has an email of agreement from your supervisor in advance of the teaching hours being set. Request this from your supervisor, and then forward it to the DoT. Postgraduates wishing to teach must also take the training course run by CAPOD. Availability of teaching is not guaranteed, and its distribution is at the discretion of academic staff.

In addition to the briefing and support which module coordinators are required to provide to postgraduates engaged in teaching for the School, and in line with the Code of Practice, each new postgraduate tutor will be offered one hour’s observation of their teaching and feedback on that by the module co-ordinator for each module on which they teach. This scheme of teaching observation is not mandatory for postgraduates who teach for the School. All postgraduates who teach are
entitled to be given feedback from students on their teaching performance. Data from these can be used on CVs and in job applications and module coordinators and Director of Postgraduate Studies will be happy to authenticate such data.

For University policy see:
https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/phd-teachers.pdf

15.1 Other paid employment in the School
The School can occasionally offer casual employment other than teaching, usually to research students. This has in the past included work in the Class Library and in the School. We sometimes employ graduates as conference assistants. Please let the Director of Postgraduate Studies know if you wish to be considered for such work.

Academic staff are also sometimes able to employ graduates as research assistants, e.g. to help in editorial work, with obtaining illustrations or creating electronic resources. Experience of this kind can be valuable, but you should only undertake it with your supervisor’s consent. The university has pay scales for work of this kind, as well as a variety of health and safety policies that must be complied with, and a contract needs to be issued by the School Secretary for any work undertaken. It is the responsibility of the staff member concerned to ensure that you are appropriately trained and paid for any work you undertake.

16. Applications for External and Internal Funding
If you are applying to an external body for funding, and require a reference from your supervisor or somebody within the School, it is essential that you get your application to your referee well before the deadline for the application.

Information about School Awards for current and prospective postgraduate students, including deadlines for applications, is posted on the School’s web pages at:
www.st-andrews.ac.uk/classics/prospective/pg/funding/

It is essential that you consult and follow the guidelines and timetable posted on the website. PhD students entering their fourth (continuation) year are not eligible to apply for internal funding. Occasionally the University notifies Directors of Postgraduate Studies of additional University awards for postgraduate funding. The Director of Postgraduate Studies will notify all postgraduates by email as and when such awards are advertised.

17. Career development
In the current economic climate, employability is an essential feature of any research degree, and all postgraduates should make use of the opportunities offered by the University to foster their career development. CAPOD (the Centre for Academic, Professional and Organisational Development) offers the M-Skills programme for those pursuing taught postgraduate degrees and the GRADskills programme for research postgraduates, which aim to support the development of all postgraduates at the University of St Andrews and widen their employability. Further information can be found on the CAPOD website: www.st-andrews.ac.uk/capod/
Within the School, STAGE days and occasional Wednesday seminars will examine issues specific to careers in Classics. You can also draw on the experience of our alumni: in recent years postgraduates from the School of Classics have entered careers in teaching, academic publishing, the charity sector, university administration, heritage management and academia, and most are happy to offer advice on their chosen career path.

Finally, we hope you enjoy your time here, and find the School an enjoyable and stimulating environment in which to work.

18. Further support available to students
Advice and Support for Students
For advice and support on any issue, including academic, financial, international, personal or health matters, or if you are unsure of who to go to for help, please contact the Advice and Support Centre, 79 North Street, 01334 462020, theasc@st-and.ac.uk, https://www.st-andrews.ac.uk/ask-a-question/.

Disability Support
If you require support for disability reasons, for example teaching and exam arrangements, please contact the Disability Team in Student Services who can provide support for a wide range of disabilities such as learning difficulties, visual and hearing impairments, mobility difficulties, Asperger’s, mental health, long standing medical condition and much more https://www.st-andrews.ac.uk/students/advice/disabilities/.

Parental Leave for Postgraduate Research Students
https://www.st-andrews.ac.uk/media/proctor/documents/parental-leave.pdf

19. Members of the School and their research interests
Dr Ralph Anderson
Greek religion, ritual and magic; anthropological theories of religion and the lived experience of religion and magic in the ancient world.

Dr Emma Buckley
Latin literature of the early imperial era, esp. post-Virgilian epic and drama; the reception of Virgil and Ovid in the Medieval, Renaissance and Early Modern periods.

Dr Michael Carroll
Greek tragedy; Greek lyric; cognitive approaches to literature and culture; figurative language; the lyric voice; ethical and evaluative concepts in archaic and classical Greek thought; belief in ancient Greek religion.

Dr Juan Coderch
Greek and Latin language tutor

Dr Jon Coulston
Archaeology of the Roman empire, Roman art, the City of Rome, ancient warfare, Roman military equipment, Roman army, Asiatic steppe nomad cultures

Dr Eleri Cousins
Roman archaeology, history and epigraphy; Religion in the Roman provinces; Roman provincial art; Roman Britain, Gaul, and Germany; Cultural heritage and the antiquarian tradition
Dr Emma Gee
Latin Literature; Ancient Astronomy; Reception of ancient astronomy and literature in the Renaissance

Dr Tom Geue
Greek and Roman imperial literature; Roman satire; authorship; autobiography; anonymity and pseudonymity; politics; money; exile; space; the body; classical reception in the English Restoration; Marxist literary criticism

Prof. Stephen Halliwell
Greek literature, especially tragedy and comedy; Greek philosophy, especially Plato and Aristotle; Greek poetics and aesthetics; the Classical Tradition, especially theories of poetry and art.

Prof. Thomas Harrison
Greek history; history-writing in antiquity (especially Herodotus); the representation of foreign peoples in Greek literature; Greek religious belief; history & historiography of the Achaemenid Persian empire

Dr Jon Hesk
Greek literature and culture, especially Homer, tragedy, comedy, Attic oratory, Greek and Roman rhetorical theory and education.

Dr Dawn Hollis
Human experience of mountains; construction of mountaineering as a modern sport; premodern mountain engagement.

Dr Alice König
Imperial Latin literature and politics, especially Nervan and Trajanic literature; ancient technical/scientific writing; military writing; the Latin exempla tradition; Latin language teaching.

Prof. Jason König
Greek and Roman literature and culture, especially Greek literature of the imperial period; ancient athletics

Dr Myles Lavan
Roman society and culture, especially imperialism, slavery and patronage; Roman historiography; the theory and practice of cultural history.

Dr Sian Lewis
Greek political and social history, especially tyranny, iconography and women's history, and communications.

Dr Alex Long
Greek and Roman philosophy, particularly Plato, Stoicism and ancient political thought.

Dr Carlos Machado
Social and cultural history of the Roman Empire; history and archaeology of Rome; epigraphic and material cultures of Italy; ancient urbanism and civic life.

Dr Kleanthis Mantzouranis
History of Greek political thought; Greek ethical and political philosophy; Greek historiography; social and cultural History of Archaic and Classical Greece; Homer and Archaic poetry.

Dr Alexia Petsalis-Diomidis
Greek and Roman material culture C5th BC-C3rd AD; Greek religion, especially pilgrimage; votive dedications in material form and in Hellenistic dedicatory epigrams; landscape and travel.

Dr Giuseppe Pezzini
Roman republican literature and culture, especially comedy; Latin language and linguistics; history of classical scholarship; metre, textual criticism, and digital humanities.

Dr Roger Rees
Latin panegyric, Virgil, Catullus, the history and culture of late antiquity; the reception of Latin literature in modern English verse; praise discourse in Roman society.
**Prof. Christopher Smith**
Archaic Greek and Italian history and archaeology, esp. issues of state formation and ritual; late Roman Republic; Greek & Roman historiography, esp. fragmentary historians; growth of Roman imperialism.

**Prof. Rebecca Sweetman**
Greek and Roman Archaeology, especially archaeology of Roman & Late Antique Crete, Late Antique Peloponnese (especially Sparta), archaeology of Late Antique religion and Roman provinces.

**Dr Rebecca Usherwood**
Roman political and cultural history, especially political memory and communication; Late Antiquity; epigraphy; numismatics; urbanism; Roman visual culture

**Dr Nicolas Wiater**
Greek literature and culture, especially Greek narratives of Roman history and Greek literary criticism in the late Hellenistic and early Imperial period; the history of Rome in the archaic and mid-Republican period; modern critical theory and classical texts, esp. cultural identity, sociology, narratology and narrative and historical interpretation