

University of Victoria  
Greek and Roman Studies/Humanities  
Graduate Handbook  
2018-2019

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## **RESPONSIBILITIES IN THE SUPERVISORY RELATIONSHIP**

Faculty and students are bound by policies set by the University, Faculty of Graduate Studies, and this Department/School. Faculty of Graduate Studies policies are given in the Graduate Calendar and in policy documents found on the Faculty of Graduate Studies website: [uvic.ca/graduatesstudies](http://uvic.ca/graduatesstudies). In particular, students and faculty members should read the [Graduate Supervision Policy](#), which outlines the rights and responsibilities in the supervisory relationship.

If there are any problems or concerns, graduate students are encouraged to contact Associate Dean of Graduate Studies, Professor Marsha Runtz ([gsadean5@uvic.ca](mailto:gsadean5@uvic.ca)). Dr. Runtz is the contact person for all students in Greek and Roman Studies.

## **CONTACT INFORMATION**

The identities, contact information and roles of the primary resource personnel in the academic unit:

	Name	Office	Telephone	e-mail
Chair/Director	Brendan Burke/Ingrid Holmberg	B413	250 721 8522 250 721 8528	<a href="mailto:bburke@uvic.ca">bburke@uvic.ca</a> <a href="mailto:ingrid@uvic.ca">ingrid@uvic.ca</a>
Graduate Advisor	Geof Kron	B421	250 721 8518	<a href="mailto:gkron@uvic.ca">gkron@uvic.ca</a>
Graduate Secretary	Tracy Sobotkiewicz	B409	250 721 8514	<a href="mailto:grsadmin@uvic.ca">grsadmin@uvic.ca</a>
Student representative	TBD			

## **COURSE REQUIREMENTS**

### *Masters students*

**GRS 500** - Normally this seminar focuses on various aspects of the academic profession, with particular attention to research funding, the dissemination of scholarly work, and best research methods. It should also address professional academic life and practices of our discipline.

The seminar requirements are attendance at class sessions and also mandatory attendance at all Friday Department seminars by guest speakers (fall and spring semester). Students are encouraged to present their own work which is forming the basis of their CGS (or other grant) applications or their abstract submission to the CAC conference or another conference, in consultation with the graduate advisor and department Chair.

### **GRS 599**

#### *Masters thesis preparation*

## **SUPERVISOR**

### ***Determining your supervisor***

Supervisors in Greek and Roman Studies are determined by mutual agreement between faculty member and graduate student. If there are any concerns or issues, these can be brought up with the Department Chair and/or Graduate Advisor.

## **SUPERVISORY COMMITTEE**

### ***Nominating your supervisory committee***

In Greek and Roman Studies, a faculty member serves as supervisor, chosen by mutual agreement between prospective supervisor and student. Occasionally there are two faculty members as co-supervisors. At least one other Department faculty member and one faculty member outside the Department will be nominated and contacted by the supervisor, in consultation with the student, to serve on the supervisory committee for the thesis.

## **EXPECTED MEETING FREQUENCY**

### ***With your Supervisor***

Supervisors will normally meet, either by direct meeting, by virtual meeting, or through detailed correspondence, with thesis and dissertation students to discuss the student's research at intervals which are not to exceed 40 business days – i.e. supervisors and students should normally meet at least twice per term – unless a delay is required by field work, remote study, supervisor or student vacation, sick leave, etc.

### ***With your Supervisory Committee***

Normally a supervisor will keep the supervisory committee advised of the student's progress on their thesis. Students should contact their supervisor and/or supervisory committee by e-mail at least monthly during their final semester before the oral exam.

## **PROGRAM OF STUDIES**

The program is designed to take two years to complete. The first year consists primarily of directed reading in three fields, and the second is devoted to the preparation of a thesis. Students will also be required to demonstrate proficiency in a modern European language.

Under normal circumstances the student will complete the above-mentioned courses in the first year. The "fields" are at the heart of the program. Students should meet with the instructors of the fields in which they are registered in the first week of a term when they will be given a reading list and an outline of the course of study. The course will include the preparation of a number of papers or reports, to be set at the discretion of the instructor. Normally, the instructor will schedule a series of meetings with the students at the first meeting. Individual instructors will establish the methods of evaluation for their courses.

In the second year, the student will write a thesis under the supervision of a member of the department and a committee appointed according to the regulations of the Faculty of Graduate Studies. The MA thesis normally provides the graduate student with the opportunity to study a specific question in literature, history or archaeology which has been under-represented in past scholarship.

Recent completed theses can be found archived on-line. Current and recent research by our graduate

students is also available in the Reading Room. Qualification for the thesis year is by permission of the department. Permission will be denied to any student who has not achieved a grade of B+ or better on any of the three field examinations.

## **EXPECTED TURNAROUND TIME OF ANNOTATED THESIS, DISSERTATION OR PAPER**

Supervisors and/or members of the supervisory committee, if appropriate, are normally expected to return comments on a thesis, dissertation or paper to a student no more than exceed 20 business days from time of receipt, unless a delay is required by field work, remote study, supervisor or student vacation, sick leave, etc..

## **FOREIGN LANGUAGE EXAM REQUIREMENT**

For the completion of a Masters degree, students will satisfy a modern foreign language exam (normally French or German) through examination or course work. Please discuss with the Graduate advisor and your supervisor before the end of your third semester. Faculty members in the Department determine fulfillment of this requirement.

## **UNIT FUNDING POLICIES**

Graduate students receive funding from many different sources, including: fellowships, scholarships, teaching assistantships, and research assistantships. Since the Department complies with UVIC policies and guidelines for each of these funding sources, graduate students should ensure they are aware of the policies governing their funding.

Graduate students who have questions or concerns about their funding can seek advice and guidance from the Faculty of Graduate Studies.

When admitting students to a graduate program, the Department will take into account the duration and source(s) of funding, and whether/how the funding is renewable in order to meet the minimum funding level required by the student for the anticipated duration of the program.

### ***Research Assistantships***

Faculty members occasionally have access to research funds for Graduate student Research Assistants.

### ***Teaching Assistantships***

Teaching assignments are based on areas of specialization and enrollment needs.

### ***Awards, Fellowships, Scholarships & Bursaries***

The criteria (e.g. GPA, publication record, research expenses, etc.) for the disbursement of graduate budgets, the selection of nominees for donor awards, and the recipients of awards are determined by all members of the Department of Greek and Roman Studies.

### ***Conditions of Awards***

Conditions are specified by the policies of FGS, the Senate and the Board of Governors upon which student funding is contingent, such as academic standing, academic progress, time in program, etc.

### ***Termination of Awards***

Conditions are specified by the policies of FGS, the Senate and the Board of Governors for the withdrawal of financial support.

### ***Notification of Award Competitions***

Postings will be made throughout the Department and by email about travel awards. Students should consult the Graduate Advisor for further information on travel opportunities and investigate material posted to UVic webpage. Responsibility for missed funding opportunities lies with the student.

## **FORMAL REVIEW OF STUDENT PROGRESS**

Greek and Roman Studies will initiate an annual review process for graduate students, based upon the student's progress in graduate course work, Greek, Latin, and foreign language proficiency, as appropriate, and thesis research. The student will be given an opportunity to provide written feedback in response to their assessment and will be encouraged to address any identified deficiencies in skills, knowledge, or expertise and/or less than satisfactory progress, as well as being informed of the potential consequences of sustained unsatisfactory performance.

### ***Terms of reference for review***

The main criteria for assessment will be course grades, thesis proposals and any work in progress submitted to the student's thesis supervisor, but any additional information and metrics that the student will be required to collect and submit for any instance of formal review will be consistent with Section 5 of the Graduate Supervision Policy.

### ***Procedure for the annual review***

Formal assessment of progress for students in **thesis** and **dissertation** programs shall be carried out on an annual basis. The Graduate Advisor may initiate additional assessments upon the advice of the supervisor or supervisory committee. The assessment of students will culminate in a brief formal report documenting that the following considerations have been met:

- a. The student has been afforded an opportunity to communicate their progress to the committee and to discuss their research with the committee. Committee members with concerns about student progress must raise these concerns at this meeting to allow the student an opportunity to address them directly.
- b. Or, if the student is unable to attend, the committee has taken the opportunity to discuss student progress in the absence of the student.
- c. The annual student report shall include such information and metrics that the unit finds necessary for a full evaluation of student progress.
- d. A determination will be given as to whether the level of academic progress is satisfactory or unsatisfactory. Gradations in performance are permitted, but the committee must be given the opportunity to rank a student as 'unsatisfactory,' if appropriate. Examples of categories of assessment might include:
  - **Excellent** – the student has exceeded all expectations, and the progress made on the thesis/dissertation work is exceptional.
  - **Very Good** – the student has exceeded most expectations and made significant progress on the thesis/dissertation work.
  - **Good** – the student has met most expectations and made some progress on the thesis/dissertation work.

- **Needs Improvement** – the student has struggled to meet expectations (some but not all expectations met) or progress is below what is reasonably expected.
  - **Unsatisfactory** – indicates, for example, that a student does not pursue goals in a vigorous fashion, does not take direction well, shows disregard for ethics/safety, or repeatedly fails to complete routine procedures.
- e. Expectations, goals and milestones for the upcoming review period, if appropriate.
  - f. The anticipated date of the next formal review, if appropriate.
  - g. In the case of two or more determinations of ‘unsatisfactory’ progress on formal assessments not less than 8 weeks apart, a written recommendation will be prepared whether or not to request the Graduate Advisor make application to the Dean of Graduate Studies to withdraw the student for ‘failure to meet academic standards,’ consistent with the guidelines detailed in subsections 6.15 and 12.3.
  - h. Names and electronic acknowledgements of all members of the committee, which shall signify that the recommendations reflect the majority finding(s) of the committee.
  - i. Name and electronic acknowledgement of the student, which shall signify that they have read and understood the recommendations of the committee.
  - j. In the case of a rating of *unsatisfactory*, the name and electronic acknowledgement of the Graduate Advisor signifying that the record has been received and reviewed.