



## THE FORMAT

Students wishing to complete an Honours degree in Classical Studies or a Honours degree with a double major in Classical Studies must complete an Honours Thesis (CLAS 4996) as one of the program requirements ([see the Academic Calendar](#) for more details). Students pursuing Honours in Classical Studies must write a traditional thesis, the details of which are outlined below. Note: when picking a topic, it is important that the student locate sufficient suitable primary sources with which to work, whether literary, archaeological, or art historical, and that these be readily available without necessitating expensive or extended travel. It is also important for students to consult with faculty on the suitability of their proposed topic and the availability of a suitable Supervisor and Second Reader well in advance. It may not be possible for the department to accommodate all topics.

### **The Traditional Thesis**

The traditional thesis is an essay (no longer than 75 pages double-spaced plus scholarly apparatus) which provides the student with the opportunity to contribute to the field of Classical Studies, broadly construed, through original research.

The thesis will usually be divided into either: three chapters and a brief conclusion; or a short introduction, three chapters, and a brief conclusion. The separate introduction or the preliminary portion of the first chapter of the thesis will formally introduce the topic, describe its importance, and clearly outline the thesis statement. In either the introduction or the first chapter, the student will provide an overview of the subject, the evidence and primary source material, a review of scholarship, and, finally, will situate their own research in the broader academic landscape (i.e. what have others done before, and how are you contributing to knowledge?). Subsequent chapters contribute to existent scholarship in the relevant field (history, literature, archaeology, art history, language, etc.) and involve analysis and interpretation of the primary sources. A short conclusion summarizing and reiterates the thesis statement and the major findings and contributions of this research.

## THE GRADE

The grade will be assigned by mutual agreement of both readers. In the case of disagreement, the Supervisor will be responsible for assigning the grade in consultation with the Head. If the Head is the Supervisor or Second Reader, the Honours Coordinator will step in and help determine the grade with the Supervisor.

## THE DEADLINES

In winter term prior to the year of writing (usually a student's 3 <sup>rd</sup> academic year)	Prospective Honours students should submit a short thesis proposal to the department Honours Coordinator outlining the topic, stating questions to be addressed, and identifying the primary sources to be used. Once the proposals are received, they will be circulated to all faculty members and then reviewed at a faculty meeting. Proposals will be matched up with faculty members willing to supervise them or act as second readers. Prospective honours students will be notified of these results in writing by the Honours Coordinator.
In winter term prior to the year of writing	Eligible students should apply for the <a href="#">Webster Undergraduate Research Awards</a> which provide summer funding for Honours students.
During the summer (usually before a student's 4 <sup>th</sup> academic year)	Students are strongly advised to work on their thesis over the summer, given the challenging timetable for submitting drafts.
By the add/drop date in September	Thesis Supervisor, Second Reader and the student should meet to review progress made over the summer and to set dates for submission of chapters to each reader. At this meeting, the student will provide both readers with a plan, including an updated thesis proposal (which will serve as the basis of the thesis Introduction), a provisional thesis statement, and bibliography of primary and secondary sources. This plan should be subjected to a serious review with an eye to the suitability of the topic and the student's ability to complete it successfully. Students who are unable to settle on a solid topic are to drop CLAS4996 and enrol in other courses so as to stay on track for graduating with the Major in Classical Studies instead.
Mid to Late November	Progress Review: This review will involve the Supervisor, Second Reader, and a third faculty member, normally the Head or the Honours Coordinator. Work to be submitted for review includes: <ul style="list-style-type: none"><li>• Traditional Thesis: revised draft of one chapter, and an updated plan, reading list, and timeline</li></ul>

	If, in the estimation of the review panel, the student has not made satisfactory progress, the student will withdraw from the honours program. Likewise, students may opt to end their projects at this time. In these cases, students will be given the option of submitting a 25-35 page paper on their topic for 3hrs credit as CLAS 3693 (Special Topics).
December	Mid-term grade to be submitted by Supervisor in consultation with Second Reader.
By the F/W (6h course) drop deadline in January	The Honours Coordinator and/or the Department Head will meet with the student to make sure that things are continuing to progress and will take action as appropriate. This meeting will take place without the presence of the Supervisor and Second Reader; any concerns about thesis supervision should be brought to the attention of the Honours Coordinator or Head at this time.
By two weeks before the Registrar's thesis submission deadline	Entire thesis should have been reviewed by both readers, and a revised draft submitted to the Head, complete with presentation pages, figures, appendices etc. The thesis will be checked by the Head and/or a specially constituted committee to assist in the task of making sure it conforms to university guidelines. Students will be required to make any necessary revisions.  If a thesis is not appropriate for submission to the University Honours Committee, 6hrs of credit for Special Topics (CLAS 2693 & 3693) can be given to complete the Major. In rare cases, a student may be given an 'S' (incomplete) and a chance to continue to work on the thesis. Note: this option will delay graduation. See the <a href="#">Regulations for Honours Theses on the Research Office website</a> for more information.
By 12:00 noon of the Registrar's thesis submission deadline	All University Honours committee forms must be completed and signed, and a final version of the full thesis must be submitted to the University Honours Committee by the student. This deadline is set by Senate, and it is the student's responsibility to adhere to it. Students unable to make this deadline must contact their Supervisor, the Head, and Honours Coordinator ASAP.
April	Oral Defence: At a convenient time, students will present a 20-30 minute summary of their thesis to the Department and fellow students, and be prepared to answer questions from the audience. This will be chaired by the Head or Honours Coordinator. Supervisors will submit their grades to the Head at this time.

## RESOURCES

### Honours Coordinator

The History Honours coordinator is available to students and faculty for advice and support related to the Honours program and thesis process.

**Note:** for the 2021-2022 Academic Year, the Head of the History & Classics Department, Dr. David Duke ([david.duke@acadiiau.ca](mailto:david.duke@acadiiau.ca)), will be serving as Honours Coordinator.

### **Research Office**

Honours theses fall under the auspices of the Research Office. Their website includes important information on formatting and submission requirements. See: <https://www2.acadiiau.ca/research/undergraduate.html>

### **The Vaughan Memorial Library**

The Library provides books and journal articles that can improve your assignments, projects and papers. The 2021-2022 Academic Librarian for Classics is Agnieszka Hayes ([agnieszka.hayes@acadiiau.ca](mailto:agnieszka.hayes@acadiiau.ca)). You can view resources specifically selected for Classical Studies courses at <https://libguides.acadiiau.ca/classics>.

**Accessibility Learning Services:** If you are a student with documentation for accommodations who anticipates needing supports or accommodations, please contact Accessible Learning Services at [disability.access@acadiiau.ca](mailto:disability.access@acadiiau.ca). Accessible Learning Services is located in Rhodes Hall, rooms 111-115. Visit their [website](#) for more information.

**The Writing Centre** offers free help to students wanting to improve their writing skills and free consultations specifically tailored towards thesis students.

- To sign up for the thesis consultations: <https://writingcentre.acadiiau.ca/thesis-consultations.html> .
- For a list of helpful presentations and workshops you'll want to attend this year: <https://writingcentre.acadiiau.ca/workshops-and-presentations.html>

## **ACADEMIC INTEGRITY**

Academic integrity demands responsible use of the work of other scholars. It is compromised by academic dishonesty such as cheating and plagiarism. A student who is uncertain whether or not a course of action might constitute cheating or plagiarism should seek in advance the advice of the instructor involved. The following are considered infractions of academic integrity and may lead to sanction:

- a. Cheating is copying or the use of unauthorized aids or the intentional falsification or invention of information in any academic exercise.
- b. Plagiarism is the act of presenting the ideas or words of another as one's own. Students are required to acknowledge and document the sources of ideas that they use in their written work.
- c. Self-plagiarism is also a form of plagiarism. It is the presentation of the same work in more than one course without the permission of the instructors involved.
- d. A student who knowingly helps another to commit an act of academic dishonesty is equally guilty.

Penalties are levied in relation to the degree of the relevant infraction. They range from requiring the student to re-do the piece of work, through failure on that piece of work, to failure in the course, and to dismissal from the university.

### **Procedures Concerning Infractions of Academic Integrity (Academic)**

- a. An Instructor who suspects a violation of academic integrity shall first attempt to determine if a potential violation exists. This determination shall involve a preliminary meeting between the Instructor and student. If a determination is made by the Instructor that the incident does not constitute a violation, no further action is initiated.
- b. Where a potential violation is indicated, a meeting shall be convened normally within five working days with the student, Instructor and Unit Head. This meeting is intended to present information to determine if an infraction has occurred. Both student and instructor may bring a witness/advocate. That advocate for the student may be an ASU representative. Each party will be allowed to submit written statements and speak to the allegation.
- c. No later than five working days after the meeting the Unit Head shall offer her/his verdict on the case. Where a Unit Head determines that the evidence fails to support the claim of a violation, the case concludes with no further action.
- d. Where it is determined that an infraction has occurred, the Head shall contact the Registrar's Office to determine if the student has former infractions in the Registry of Previous Infractions.
- e. Where the Registry of Previous Infractions contains no more than one previous case, the Head shall determine a suitable penalty for the infraction. It is noted that in making this determination, the Head shall be guided by the twin interests of education and sanction. In cases where there are 2 or more previous infractions indicated, the Head shall send the relevant documentary evidence to the relevant Dean for the determination of the appropriate sanction.
- f. The student has the right of appeal. Where the determination of sanction has been made at the level of the Unit Head, the appeal is made to the relevant Dean with the Unit Head and Student present for the meeting. Where the sanction was determined at the Dean level, the appeal is to the Vice-President Academic with the Dean and student present for the meeting. The Unit Head (or Dean) and student may each have a witness/advocate (ASU representative is permitted for the student). The determination by the appeal body is final.
- g. Notwithstanding (f), in the case of a penalty of expulsion from the University a student has the right to appeal the decision of the Vice-President Academic to the Senate Academic Discipline Appeals Committee. Students have the right to legal counsel when appearing before this committee.
- h. In all cases, violations are to be recorded in the Registrar's Registry of Previous Infractions.
- i. In the event that a Unit Head is the instructor, a designated Head will discharge the relevant duties. In the case where the instructor is a Dean, the VPA will designate a substitute Dean for the prescribed role.