

Brief Points for Honours and Postgraduate Diploma Students
Classics & Archaeology
The School of Historical and Philosophical Studies (SHAPS)

Time Management

This could be the most important skill you will need during your Honours Year. Full-time Honours students will have to hand in 36,000 words of written work, which is more than an M.A. thesis. You can do it if you work steadily throughout the year. Different people have different ways of coping. One suggestion: you could put a year planner calendar on your wall and mark in the dates at which each piece of work for your subjects and the thesis should be started and completed. In the case of the thesis, work out a schedule, in consultation with your supervisor, of targets which you will try to meet in completing outlines, reading primary sources, writing of draft chapters, and so on. Make sure you give your supervisor ample time to see your final draft, so that you can make any last minute corrections. Always assume that something will go wrong with the computer or the printer at the end, so leave time for that too!

Thesis Enrolment

It is very important that you enrol in two semesters of your thesis. Each semester counts as 18.5 points, so that the thesis counts a total of 37.5 points (out of the total 100 points for your Honours/PGDip course). Be sure that you enrol in the correct subject code:

ANCW40010 Classical Studies & Archaeology Thesis (PGDip & heritage honours)
ANCW40011 Ancient World Studies Thesis (New Generation Honours)
CLAS40020 Classics Thesis

Thesis Draft

No later than fourteen weeks before the deadline for submitting your thesis, you should give your supervisor a complete thesis draft of a least 6,000 words and a detailed outline of the remainder. While called a 'draft', it is expected to be written out in full. Anticipate that your supervisor will take at least a week to read this draft and comment on it.

Final Thesis

Details of the format of the thesis are available below. Two bound copies of the thesis should be submitted, together with an electronic copy on disk. The maximum length is 12,000 words which does not include footnotes, bibliography, table of contents, or appendices (if any).

Extensions for the Thesis

Extensions to the due date for submission of the thesis must be requested from the Faculty of Arts through the Special Consideration process (online through Student Portal). As a courtesy, please advise your supervisor if you plan to apply for Special Consideration.

Coursework

You are expected to attend every Honours seminar, and should explain the reason for any absences to the lecturer in charge. Each subject will be assessed by 5,000 words of written work. Each subject has its own deadlines. Make sure you know what those are in your case. Allow yourself ample time for the research and writing of each essay.

Learn by Example

All students are strongly encouraged to look at examples of outstanding theses from previous years. Examples of Classical Studies and Archaeology theses are available, **upon request**, from the Honours Coordinator for consultation in the Classics & Archaeology Library (Old Quadrangle 136) only.

Withdrawal from Subjects at Fourth Year Level

Arts Faculty has tightened up on permitting changes or withdrawals in subjects (or from the thesis or reading course) more than 14 days after the start of semester. That means that you will need very serious grounds and also strong support from your supervisor, lecturer, and the Honours Coordinator if you want to withdraw from a course or thesis, go part-time, or change courses.

Problems

Please see the Classics & Archaeology Honours Coordinator about any problems you may have regarding your Honours year, and do so when they first arise. Don't let the year slip by with difficulties concerning your thesis or other subjects left unresolved for failure to bring them to our attention.

**Honours and Postgraduate Diploma 2011 Important Dates
Classics & Archaeology
(School of Historical & Philosophical Studies)**

Deadline for submission of Thesis

Semester 1 completions: Wednesday 18 May, 2011

Semester 2 completions: Monday 10 October, 2011 (draft to the supervisor by 4 July)

Submit:

- two soft-bound printed copies (thermal bound, NOT spiral or comb binding)
- a disk copy in Microsoft Word or in .pdf format

to the SHAPS main office, Old Quadrangle Building, Room G06 (Ground floor).

Classics & Archaeology Honours Coordinator Contact Details

Semester 1:

Dr K.O. Chong-Gossard

Old Quadrangle Building 133

8344 4078 koc@unimelb.edu.au

Semester 2:

Dr Rhiannon Evans

Old Quadrangle Building 126

8344 4173 rmevans@unimelb.edu.au

SHAPS Teaching & Learning Support Officer

Denise Gaffy

Old Quadrangle Building G12 (Ground floor)

8344 5143 dgaffy@unimelb.edu.au

Classics & Archaeology

The School of Historical and Philosophical Studies

Notes on the Presentation and Examination of Fourth year theses

Presentation

- Theses are to be typed or printed in double or 1.5 spacing on A4 paper. The front cover should include a variety of details, including your name, the thesis title, your course, your supervisor's name, date, and an indication of word length. See sample of front cover below.

- **Two soft-bound printed copies** (thermal bound is recommended, NOT spiral or comb binding), **plus a disk copy in Microsoft Word or in .pdf format** must be presented for examination. Many students use the Unicard Copy Centre in the basement of the Baillieu for binding theses. One bound copy will be returned to you after the examination, one bound copy will be retained by the Classics & Archaeology Library, and the disk will be retained by the School Office.

- The thesis should be **between 10,800 and 12,000 words in length**. Theses which exceed 12,000 might be penalised. The word-length counts all words in the text, **including** quotations. The word-length **does not include** footnotes, bibliography and appendices.

- Footnotes and appendices should be kept brief and to the point. They should **not** be used as ways of trying to circumvent the restrictions of the word-length. **Footnotes must be placed at the foot of the page containing the matter to which they refer.**

- Students should consult their supervisors about the style guide to be used. Many supervisors are happy with *The Chicago Manual of Style*, 14th edition. Many archaeology theses use the style of the *American Journal of Archaeology*.

- You should not include original or rare documents as appendices. Such material should be photocopied, as The School of Historical and Philosophical Studies cannot accept responsibility for the custody and return of valuable material. In any case, material which is integral to the thesis should remain with it after examination.

- You should have a complete draft of your thesis ready to give to your supervisor at least fourteen weeks before the submission deadline. It is crucial that as complete a draft as possible be submitted, allowing the remaining weeks for revision, polishing and typing. This draft should be at least 6,000 words in final form with a complete outline of the rest of the thesis and an up-to-date bibliography. Anticipate that your supervisor will take at least a week to read this draft and comment on it.

- Submit your final thesis to the The School of Historical and Philosophical Studies main office (Old Quadrangle Building, ground floor) on or before the due date (see Important Dates). This is a formal University examination date.

- Extensions to the due date for submission of the thesis must be requested from the Faculty of Arts through the Special Consideration process (online through Student Portal). As a courtesy, please advise your supervisor if you plan to apply for Special Consideration. Arts Faculty does not consider computer-related problems an acceptable criterion for special consideration.

- A late thesis, unless the lateness arises from exceptional medical circumstances or is covered by an extension, might not be examined. A medical certificate might not reduce a penalty if it is clear that the thesis was behind schedule regardless of illness.

Examination Procedures

- Two examiners (normally academic staff within Classics & Archaeology) will assess the thesis independently, and then confer. If the examiners agree in their assessment, they grade the thesis and submit their reports. If the examiners cannot agree, the thesis and the reports will be submitted to the Chair of Examiners, who will resolve any dispute after reading the written reports of the examiners and discussing the issues with them. Where necessary, a third examiner (also from within Classics & Archaeology) will be appointed.
- Supervisors ordinarily are not consulted regarding the examination of a thesis, and have no say in the awarding of a grade. Instead, the decision of the Chair of Examiners will be final.
- You will receive examiners' reports on your thesis after the fourth year results have been announced. You may discuss the result and reports with your supervisor.

Word length

*The length of the thesis is set at **between 10,800 and 12,000 words**, for the following reasons:*

- A word limit is, most importantly, an **indication of effort**. It tells you that when you have written between 10,800 and 12,000 words you have satisfied one of the basic criteria of the thesis, and can lay down your pen. It also indicates the effort required relative to other subjects of the year's work. The thesis is, after all, only one component (3/8) of your fourth year studies.
- The length of the fourth year thesis is **in proportion**: a standard undergraduate essay is 2,000-2,500 words, an M.A thesis is 30,000 and a PhD. thesis 100,000.
- The suggested length is also **sufficient** for this level of academic enquiry. Hundreds of fourth year essays submitted to the School, which have observed this limit and gained the highest praise, demonstrate this. You should be aware that members of the School are under extraordinary pressure at assessment time. Fourth year essays and theses which exceed the recommended length are not likely to gain the sympathy or retain the interest of the readers.

Classics & Archaeology
The School of Historical and Philosophical Studies
Notes on the Front Cover Presentation of Fourth Year Theses

The cover page of your fourth year thesis **must** include the following details:

1. Title of Thesis
2. Presentation statement
3. Student Name
4. Student Number
5. School
6. Faculty
7. University
8. Supervisor
9. Date
10. Word Length

The following statement is an **example**:

“Title of Thesis”
This thesis is presented by _____ (your name and student number)
to the School of Historical and Philosophical Studies
in partial fulfilment of the requirements for the degree of
Bachelor of Arts (Honours) –or- Postgraduate Diploma
in the field of _____ (Classics, Classical Studies and Archaeology, -or- Ancient
World Studies)
in the School of Historical and Philosophical Studies
Faculty of Arts
The University of Melbourne
Supervisor: Professor Antonio Sagona
Date: October 2011

Word length: 11,790 words

How is my Honours thesis assessed?

Your thesis will be examined by two examiners. The examiners independently read your thesis and write a report. The examiners will judge your thesis according to **FIVE** criteria. Each of these criteria is assigned an Honours mark. The examiners then meet and decide upon an overall mark, which takes into account their evaluation on each of the criteria.

These criteria are:

- 1. Overview of the thesis**
- 2. Research skills, including use of primary sources**
- 3. Critical familiarity with the relevant historiography**
- 4. Originality, clarity and strength of argument**
- 5. Structure, style, and presentation.**

Honours theses must receive a mark within the Honours grades (H3 (65-69) – H1 (80-100) in order to pass. A thesis receiving a mark below 65 will not be able to pass.

Postgraduate Diploma theses can receive a mark within the full range from P (50-64) to H1 (80-100).