

**Graduate Group in  
Ancient History and Mediterranean Archaeology  
Student Handbook**

**2014-2015**

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**TABLE OF CONTENTS**

<b>I.</b>	<b>THE AHMA PROGRAM</b>	<b>4</b>
<b>II.</b>	<b>ADMISSION PROCEDURES AND REQUIREMENTS</b>	<b>4</b>
	<b>A. Prerequisites</b>	<b>4</b>
	<b>B. Procedures</b>	<b>5</b>
	<b>C. Financial Aid</b>	<b>6</b>
	<b>D. Diversity</b>	<b>6</b>
<b>III.</b>	<b>GENERAL INFORMATION</b>	<b>6</b>
	<b>A. Advising</b>	<b>7</b>
	<b>B. Normative Time</b>	<b>8</b>
	<b>C. Coursework and Requirements</b>	<b>8</b>
	<b>D. Grading and Evaluation</b>	<b>9</b>
	<b>E. Third Semester Review</b>	<b>9</b>
	<b>F. Appeals Procedure</b>	<b>9</b>
<b>IV.</b>	<b>STAGE I OF THE PH.D. PROGRAM</b>	<b>9</b>
	<b>A. Coursework</b>	<b>10</b>
	<b>B. Languages</b>	<b>10</b>
	<b>C. Third Semester Review</b>	<b>11</b>
	<b>D. Qualifying Paper and M.A. Thesis</b>	<b>11</b>
	<b>E. Additional Requirements for earning the MA Degree</b>	<b>12</b>
	<b>F. Registration Requirements</b>	<b>12</b>

<b>V.</b>	<b>PROCEEDING TO STAGE</b>	<b>12</b>
<b>A.</b>	<b>Continuing Students</b>	<b>12</b>
<b>B.</b>	<b>Post-M.A. Entrants</b>	<b>13</b>
<b>VI.</b>	<b>STAGE II AND THE PH.D. DEGREE</b>	<b>13</b>
<b>A.</b>	<b>Major, Minor, and Outside Fields</b>	<b>14</b>
<b>B.</b>	<b>Languages</b>	<b>15</b>
<b>C.</b>	<b>Dissertation Prospectus</b>	<b>16</b>
<b>D.</b>	<b>Registration Requirements</b>	<b>17</b>
<b>E.</b>	<b>Fieldwork Requirement</b>	<b>17</b>
<b>F.</b>	<b>The Qualifying Examination</b>	<b>18</b>
<b>G.</b>	<b>Advancement to Candidacy for the Ph.D.</b>	<b>19</b>
<b>H.</b>	<b>The Ph.D. Dissertation</b>	<b>20</b>
<b>VII.</b>	<b>TIMELINES</b>	<b>21</b>
<b>A.</b>	<b>M.A./Ph.D. students</b>	<b>22</b>
<b>B.</b>	<b>Post-M.A. entrants</b>	<b>23</b>
	<b>APPENDICES</b>	<b>24</b>
<b>1.</b>	<b>Registration and Residency</b>	<b>24</b>
<b>2.</b>	<b>Fees, Bills, and Other Money Matters</b>	<b>25</b>
<b>3.</b>	<b>Financial Assistance</b>	<b>26</b>
<b>4.</b>	<b>Health Care and Insurance</b>	<b>29</b>
<b>5.</b>	<b>Research Resources</b>	<b>31</b>
<b>6.</b>	<b>Exchange Programs</b>	<b>34</b>
<b>7.</b>	<b>Other Resources</b>	<b>35</b>

<b>8.</b>	<b>AHMA Appeals Procedure</b>	<b>38</b>
<b>9.</b>	<b>Qualifying Paper Guidelines</b>	<b>40</b>

## **I. THE AHMA PROGRAM**

The Graduate Group in Ancient History and Mediterranean Archaeology (AHMA or “The Group”: <http://ahma.berkeley.edu/>) offers a two-stage integrated master’s and doctoral program (M.A./Ph.D.) in areas that combine work in history, archaeology, and related disciplines of ancient studies. Its faculty includes over twenty members affiliated with one or more of the following departments:

- Anthropology (<http://anthropology.berkeley.edu>)
- Classics (<http://classics.berkeley.edu/>)
- Graduate Theological Union (<http://gtu.edu>)
- History (<http://history.berkeley.edu/>)
- History of Art (<http://arthistory.berkeley.edu/>)
- Near Eastern Studies (<http://neareastern.berkeley.edu/>)

The Group is committed to offering a wide-ranging, high-level graduate education that bridges the Mediterranean World and the Ancient Near East; combines different methodological approaches; and draws on diverse bodies of evidence: literary, epigraphic, numismatic, archaeological, and visual. In an increasingly tight and competitive academic employment market, it grooms its students to teach, research, and publish to international standards across these areas. Most of its graduates have successfully secured positions in Departments of Classics, Art History, History, Anthropology, or Near Eastern Studies at colleges and universities in the U.S. or abroad.

Students are not admitted to work specifically for the M.A. degree, although those working toward the Ph.D. may file for an M.A. after fulfillment of the requirements for Stage I. Students work closely with faculty in courses, seminars, and independent research projects to develop independent thought as well as a thorough knowledge of their fields and their critical methods.

All requirements for the Ph.D. degree (from entrance with either a B.A. or an M.A. to completion of the dissertation) should be concluded within a period of seven years.

## **II. ADMISSION PROCEDURES AND REQUIREMENTS**

### **A. Prerequisites**

Study of ancient culture(s) and training in ancient languages are prerequisites for admission to the AHMA program. Admission is open to students with a BA degree in a relevant field (e.g., Classics, Near Eastern Studies, History, or History of Art) that have completed at least one year of undergraduate work in ancient history, ancient art,

archaeology, or related fields. Applicants primarily interested in the Greek and Roman worlds should be prepared to undertake advanced work in either Greek or Latin and its culture, and also should have basic competence in the second of these two languages. Applicants primarily interested in the ancient Near East and Egypt do not have to display competence in one of the area's ancient languages before applying, but to do so may strengthen their application considerably.

Students who have already acquired the M.A. degree in a relevant field are especially encouraged to apply, and will be considered for direct admission to the Ph.D. program. Those applying with an M.A. whose preparation is deemed inadequate in some areas may be asked to undertake appropriate remedial course work.

## **B. Procedures**

The AHMA faculty as a group approves all applicants for admission. AHMA policy is to limit enrollment to the number of students who can be adequately supported for the first five years of their graduate career. Although AHMA receives around 50 applications per year, its admission quota (set by Graduate Division) is currently only around 5-6, with the expectation that 2-3 new students will enroll each fall. Competition therefore is extremely keen. As a result, while some applicants may be rejected for lack of preparation or for undistinguished academic records, a substantial number who are capable of doing good graduate work unfortunately also must be denied admission.

The AHMA faculty judges and ranks applicants on a combination of criteria that includes: (1) preparation to undertake advanced scholarly work; (2) academic distinction as reflected in overall GPA, major GPA, and junior and senior year GPA, as well as awards, prizes, or publications; (3) a minimum of three letters of recommendation; (4) GRE scores (use 2901- Classics, or 2609 - Classical Languages for scores to be reported by ETS); (5) a statement of purpose, which should be clearly and cogently written and indicate why the applicant is interested in the AHMA program, what is his/her purpose in applying to it, and where his/her specialization might lie; and (6) a scholarly writing sample of **no more than** 25 pages with its origin (*i.e.*, a class paper, senior honors thesis, MA thesis) clearly indicated at the head of p.1. An applicant with an M.A. is expected to offer substantially stronger preparation than one with only a B.A.

Applications must be submitted electronically either via Graduate Division's online application at [www.grad.berkeley.edu/prospective/](http://www.grad.berkeley.edu/prospective/) or via the link on the AHMA web site. The online application process for fall normally opens in early September.

The deadline for all online applications is **December 5th**. The online application allows applicants to upload their supplemental material required by AHMA such as, unofficial transcripts, writing samples, and reading lists in ancient languages. **Upon admission, Graduate Division will require submission of your official transcripts.**

Applicants must submit a list of three contacts for letters of recommendation during the online application process. These recommenders will be contacted by email to submit

their recommendations online. We strongly urge you to request these letters from your recommenders well before the time of submitting your online application.

### **C. Financial Aid**

Internal financial assistance comes primarily from three sources: (1) university-wide fellowships, for which distinguished applicants will be nominated by the AHMA faculty; (2) endowed fellowships, awarded by AHMA directly; and (3) work as a Graduate Student Instructor (GSI) or Graduate Student Researcher (GSR) (see also Appendix 3, below). Also, applicants are strongly encouraged to apply to external programs for funding, such as the Mellon Fellowship Program, Danforth Foundation, and Javits Fellowship Program. The applicant's undergraduate institution and home department should be able to provide information about such programs.

### **D. Diversity**

The Berkeley campus has a commitment to increasing the diversity of its graduate student population. AHMA strongly encourages applications from members of underrepresented minority groups (such as U.S. citizens or residents of African-American, Hispanic, Asian-American, or Native American descent) who are qualified to pursue interdisciplinary graduate work in areas appropriate to the program.

## **III. GENERAL INFORMATION**

The Graduate Group in Ancient History and Mediterranean Archaeology (AHMA, or "The Group") is housed on the seventh floor of Dwinelle Hall in an administrative cluster known as CASMA. CASMA comprises the Departments of Classics and South and Southeast Asian Studies, and the graduate program in Medieval Studies, as well as AHMA. The AHMA program is an independent unit within the cluster with its own academic procedures and guidelines, but its administrative staff is shared among the entire CASMA cluster. Students should consult the AHMA Student Affairs Officer when unsure about particular staff responsibilities.

Dwinelle Hall facilities available to AHMA students include a student lounge, a coffee shop, the Nemea/Sardis Archives, the Sara B. Aleshire Center for Greek Epigraphy, GSI offices, and a dedicated office for research equipment and computers. The CASMA offices provide a focus for mail pick-up (every student has a mail slot), copying, advising, and consulting.

Specific AHMA practices and procedures for the M.A. and Ph.D. degrees are listed below. Graduate Division also has requirements that all AHMA students must meet (<http://www.grad.berkeley.edu/policies/guides/category/ggp/degrees>); these are generally incorporated into the AHMA procedures. Additional general information is provided in

the "Graduate Education" and "Academic Policies" sections of the General Catalog (available at <http://www.berkeley.edu/catalog/>).

### A. Advising

There is a three-tiered advising system for AHMA students.

- (1) **The AHMA Student Affairs Officer (SAO)** counsels students on campus policies, regulations and procedures; helps to monitor students' degree progress; and assists students with bureaucratic problems. The SAO also maintains the master AHMA graduate student record and program files, housed in the CASMA office; schedules student examinations and reviews; and prepares graduate student placement dossiers and student funding forms.
- (2) **The AHMA Graduate Advisor** takes responsibility for general academic counseling; offers suggestions on programs of study and advisory committees; monitors the student's overall academic progress; and helps maintain student records, especially those relating to the Advisor's interactions with the student. The Graduate Advisor meets with each student at least once a semester to review and approve the student's proposed course of study for the next semester by signing the student's class schedule (the form is available from the SAO), and to discuss the student's general progress through the program. During this meeting the Graduate Advisor will provide the student with the Advisor Code the student needs in order to register for the next semester. The Graduate Advisor also attends each student's mandatory third semester review (see Section III.E, below). Only the Graduate Advisor is authorized to sign most of the forms and petitions submitted by or for AHMA students to Graduate Division. New graduate students should first check in with the SAO and then consult with the Graduate Advisor as soon as possible after arrival on campus.
- (3) **Advisory Committees** selected by the student directly supervise the content and progress of his or her individual program of study at each stage of the AHMA curriculum. **The student should select the first member of the Advisory Committee for Stage I as early as possible in his/her first year in the AHMA program, and the other two members by or at the beginning of the third semester in the program.** With the advice and consent of the Graduate Advisor, the Advisory Committee may be reconstituted as necessary or desirable as the student progresses through the program. Its chair takes primary responsibility for directing the student's work and is chosen by the student in consultation with Committee members and the Graduate Advisor. Advisory Committee members meet with the student to conduct a mandatory third semester review of each student's progress (see Section III.E, below); to help determine the student's

major and minor fields; and to recommend a suitable program of study leading to the Ph.D. degree.

**It is essential that students maintain regular and consistent contact with their faculty Advisors.** The Graduate Advisor will not sign class schedules unless they are first approved in writing by all the student's faculty Advisors who are in residence.

## **B. Normative Time**

AHMA students are subject to the University's Normative Time policy and are required to: (a) be registered each semester; and (b) satisfy all requirements for the Ph.D., from entrance with either a B.A. or an M.A. to completion of the dissertation, within a period of seven years. An additional two semesters of withdrawal (i.e., semesters in which a student is not registered) may be added. AHMA students often dedicate these two semesters to fieldwork (see Section VI.E, below) and therefore should apply for *in absentia* registration well before departing overseas. The University defines Normative Time as "the elapsed time, calculated to the nearest semester, that students would need to complete all requirements for the doctorate, assuming that they are engaged in full-time study and making adequate progress toward their degrees" (<http://www.grad.berkeley.edu/policies/guides/dntf>).

Students are considered to be making satisfactory progress in the AHMA program if they complete Stage I (leading to the M.A. degree, if desired) within two and a half years after admission and complete Stage II (all Ph.D. requirements except the dissertation) within five years after admission. This allows for two years, plus two semesters' non-registered (withdrawn) status, for the writing of the dissertation.

The dissertation must be completed in no more than four years after completion of the Qualifying Examination. Students not making adequate progress may be subject to academic probation and, eventually, dismissal.

Students who withdraw from the University must apply for readmission in order to register (contact Graduate Degrees, 642-7330). Students who register *in absentia* are considered continuously registered and are not required to apply for readmission. For the purposes of the Dean's Dissertation Completion Fellowship Program (DCF), prior to advancement to candidacy, doctoral students are allowed a maximum of two semesters of withdrawal (documented by petition) for medical and parental leave only. *In absentia* registration and withdrawals for research or other academic purposes will count towards accrued time to degree. Students must be within normative time to advancement to be eligible for the DCF (see below).

## **C. Coursework and Requirements**

Each semester, students are required to file a list of courses that they propose to take during that semester. The appropriate form is available from the SAO. The list must

be approved and signed by each member of the student's Advisory Committee and the Graduate Advisor, and then returned to the SAO for filing.

There is no prescribed course of study for the AHMA program and work is tailored to suit the interests and goals of the individual student, who should choose his or her courses in consultation and agreement with the Advisory Committee. Work in the ancient languages is an early and high priority, however, and students should plan to continue course work in languages already begun. Those who begin an ancient language after admission should plan to study that language continuously for at least their first two years in the program. In addition, students are expected to enroll in courses and seminars relevant to their developing areas of interest as they move through the program. Independent Study courses (299), Individual Study for Master's Students (601), and Individual Study for Doctoral Students (602) with individual faculty members may be arranged where necessary and appropriate.

#### **D. Grading and Evaluation**

In addition to assigning letter grades, professors regularly write evaluations of AHMA students in their courses and seminars. These are intended to help the AHMA faculty as a group to learn more about students' performances than can be conveyed by a letter grade alone. They also serve to convey advice to the student. These evaluations are placed in the student's file and are subject to the University's rules of access to records: once an evaluation is placed in a student's file, the student may request to read it.

#### **E. Third Semester Review**

All students are subject to a review session held during their third semester of graduate work and attended by the student, his or her Stage I Advisory Committee, and the Graduate Advisor. The full three-person Advisory Committee and its Chair must be selected by or at the beginning of this semester.

The purpose of this meeting is to consider the student's performance in courses, progress toward the degree, general program, and research interests, and to give advice about how to remedy deficiencies (if any) in the student's preparation. The student is also encouraged to provide feedback to the faculty on his or her experiences in the program, as well as suggestions for strengthening it. After the meeting, the Chair of the Advisory Committee will write a brief report on it for inclusion in the student's file.

In the case of post-M.A. students who have been admitted directly to the Ph.D. program, the Advisory Committee examines the student's record and solicits recommendations from all of his or her instructors. It then confers with the student and advises him or her to: (a) continue in the Ph.D. program; or (b) change to the M.A. program; or (c) to terminate his or her studies with AHMA.

#### **F. Appeals Procedure**

The AHMA program handles problems of an academic nature through a process of discussion and decision-making identical to that followed in the discussion and settlement of any aspect of a given student's program. For details of the Appeals Procedure, see Appendix 8.

#### **IV. STAGE I OF THE Ph.D. PROGRAM**

*(Leading to the Qualifying Paper or M.A. degree)*

**(Post-M.A. entrants: Go to Section V: Proceeding to Stage II)**

The student should select the first member of the Advisory Committee for Stage I as early as possible in his/her first year in the AHMA program, and the other two members by or at the beginning of the third semester in the program. All three must be AHMA faculty members, and must be drawn from at least two different departments, in accordance with the student's particular interests; the student should designate one of the three as Committee Chair well before the onset of the third-semester review.

##### **Requirements for Stage I**

- (i) Successful completion of a minimum of six upper division and graduate courses. (For students wishing to earn an M.A. degree, 10 of the 20 units required must be in 200-level courses approved for the AHMA major.)
- (ii) The achievement of competence in one ancient and one modern language.
- (iii) Successful completion of the third semester review.
- (iv) The production of a Qualifying Paper.

##### **A. Coursework**

Coursework (at least 6 courses, 10 units of which must be approved graduate courses) must include:

- (1) A methodology course in the area of the student's main focus of interest, for example archaeology/anthropology, classical archaeology, history, or history of art.
- (2) One of the annual interdisciplinary AHMA seminars, team-taught by faculty from two different departments. These seminars expose students to disciplines other than their own and engage them directly in the application of different disciplines to their own research.
- (3) Other lecture courses and seminars, as determined in consultation with the student's Advisory Committee.

All coursework choices must be made with the advice and consent of the student's Advisory Committee. At least three of these six courses/10 units must be regularly scheduled graduate (200-level) courses in the student's subject area, and at least one of them must be in Near Eastern/Egyptian subjects if his/her main interest is in the Greek

and Roman world, and vice-versa.

## **B. Languages**

This requirement may be satisfied as follows:

- (1) In Latin or Greek: (i) By proposing to the Advisory Committee a list totaling approximately 750 pages of Oxford Text, drawn from no fewer than 10 different prose writers and poets. The three-hour language examination will consist of four passages of about 175 words each, taken from these texts. A dictionary is not permitted. If the student has passed one semester or both semesters of the Classics Department's survey in the language, one quarter or (in the second case) one half of this reading list may consist of works read in the survey. Alternatively (ii), the student may ask his or her Advisory Committee to set a three-hour unseen translation exam consisting of three passages of about 150 words each, drawn from the standard canon of prose and verse authors. A dictionary is not permitted. In order to pass, the translations submitted must be virtually error-free.
- (2) In any other ancient language, by taking at least one year's coursework in that language to achieve minimum competence in it as defined by the Department of Near Eastern Studies. Since advanced research may require competence beyond these minimum levels, the Advisory Committee may also recommend or even require extra language training if appropriate..
- (3) In a modern language such as German, French, or Italian, by passing the Classics Department's language examination in that language; or by completing at least two years' coursework at Berkeley in that language with an average grade of B+; or by submitting for consideration by the student's Advisory Committee an examination in that language passed at another university. In this case the Advisory Committee's decision whether or not to accept the examination will be final.

Modern language exams are scheduled together at the end of the week before classes start each semester and a third time at the end of Spring semester by the Classics Department. Ancient language exams are scheduled during the week before classes start each semester or during RRR week of the spring semester. Ancient language exams are individually crafted, and students should ask their Advisor Committees well in advance to set them, and may enroll for credit in an Independent Study course (299) or Individual Study for Master's Students (601), as appropriate, for 1-12 units in order to prepare for them. These units are not applicable to the coursework requirement for Stage I.

## **C. Third Semester Review**

See Section III.E, above.

## **D. Qualifying Paper**

In their fourth or (at most) fifth semester, Stage I students are required to produce and submit a Qualifying Paper (see Appendix for Qualifying Paper guidelines). This is normally a revised and perfected version of a seminar paper or a paper evolving out of independent research, demonstrating scholarly competence in the investigation of a well-defined historical or archaeological problem. To prepare it, students may sign up for an Independent Study course (299) or Individual Study for Master's Students (601), of 2-12 units, as appropriate. The Qualifying Paper must be approved by the student's Advisory Committee in order for him/her to complete Stage I. It must be approved also by the entire faculty in order for the student to proceed to Stage II.

### **E. Additional Requirements for Those Wishing to Earn an M.A. Degree**

If the student wishes to receive an M.A. degree, the Qualifying Paper may be submitted as an M.A. Thesis after its approval by the student's Advisory Committee and either before or after he or she petitions to proceed to Stage II. For this purpose, Graduate Division requires its approval by a committee of three readers; two will normally be Academic Senate members of the Advisory Committee. It is recommended that the third member be an Academic Senate member from a U.C. Berkeley department outside AHMA, but this is not required. Students are responsible for meeting filing deadlines and for preparing the thesis in the proper form. University requirements on format, deadlines, and payment of fees may be found in the booklet "*Guidelines for Submitting a Doctoral Dissertation or a Master's Thesis*" available from Graduate Degrees, 318 Sproul Hall, and at <http://www.grad.berkeley.edu/policies/index.shtml>. Requirements should be carefully followed.

All students must show proof of registration or Filing Fee status when they file the thesis at Graduate Division. The filing deadline is usually the last business day of the semester; see [http://www.grad.berkeley.edu/policies/degrees\\_filing\\_deadlines](http://www.grad.berkeley.edu/policies/degrees_filing_deadlines).

### **F. Registration Requirements**

During Stage I, students are expected to register for 12 units each semester, and must be registered for the semester of any examination. They may enroll for lecture courses or seminars; language courses; 299 units (supervised independent study in a particular subject; study for the Qualifying Paper or M.A. Thesis; and study for language requirements); 300-level units (in conjunction with GSI appointments); and Individual Study for Master's Students (601), as appropriate. Credit for 299 courses is not applicable to the course work requirement for Stage I.

## **V. PROCEEDING TO STAGE II**

### **A. Continuing students**

Students who wish to petition to proceed to Stage II should discuss their plans with appropriate faculty members, including their Advisory Committee and the Graduate

Advisor. The petition, which must be approved by the Advisory Committee, should take the form of a letter addressed to the AHMA Chair and copied to the Graduate Advisor, enclosing the Qualifying Paper and giving the following information:

- (1) A statement that the Qualifying Paper has been read and approved by the student's Advisory Committee.
- (2) The student's proposed major, minor, and outside fields and a provisional timetable for completing the requirements for those fields (see Section VI.A, below).
- (3) The language requirements already satisfied, and a timetable for completing those language requirements not yet fulfilled (see Section VI.B, below), as well as a statement concerning competence or plans to acquire competence in other languages, if any, needed for future research.
- (4) The principal faculty members under whose supervision the student intends to work (the student should make sure to discuss all plans with the faculty members in question **before** submitting the petition).
- (5) Certification that the student's Advisory Committee has approved the petition.

The faculty will normally consider the petition and accompanying Qualifying Paper in the semester after completion of Stage I. This package may be submitted at the earliest by April 1 of the student's fourth semester; should be submitted by November 1 of the fifth semester (i.e., the fall of the student's third year); and must be submitted at the latest, if extenuating circumstances warrant, by the following April 1. No Incomplete grades can be outstanding at the time when they are submitted. The faculty will then consider the application as a whole. Students will be informed in writing of the faculty's decision concerning it.

#### **B. Post-M.A. entrants from other programs and/or universities**

Post-M.A. entrants must complete one probationary year of coursework, including at least two graduate seminars with AHMA faculty; must choose as soon as possible all three members of their Advisory Committee and must name its Chair; must undergo a third semester review (see above, Section III.E); and must petition to proceed by November 1 of their second year. This petition should take the form of a letter addressed to the Graduate Advisor outlining graduate work accomplished to date; language competence achieved (this should be equivalent to that required of M.A./Ph.D. students completing Stage I); and plans for Stage II, as specified above. In assessing and voting on the petition, the faculty will take into consideration the M.A. thesis (or equivalent) completed at the student's previous institution; the two seminar papers completed in the probationary year; and the results of the student's third semester review.

## **VI. STAGE II AND THE Ph.D. DEGREE**

After receiving permission to proceed to Stage II, the student should assemble a Stage II Advisory Committee consisting of three AHMA faculty members, in accordance with his or her choice of fields of study (see below), designating one member as Chair.

## Requirements for Stage II

- (i) Proficiency in one major field of study, one minor field, and one outside field.
- (ii) Competence in a second ancient language and reading ability in at least two modern languages.
- (iii) A Dissertation Prospectus prepared in consultation with the student's Candidacy/QE Committee.
- (iv) A three-hour, preliminary written examination after completing major field coursework.
- (v) Successful completion of the Qualifying Examination (QE).
- (vi) Fieldwork experience.
- (vii) Participation in approved dissertation writing workshops and/or other such approved activities.
- (viii) Successful completion of the Dissertation.

Successful completion of all coursework, written examinations and dissertation colloquium permits the student to proceed to the Qualifying Examination, which covers all three fields.

Continuing students should plan to complete all of these requirements, including the Qualifying Examination, within five years after admission to the program and within three years after completing Stage I. Students entering the program with an M.A. or equivalent should plan to complete them within four years after admission. Students should also consult with the SAO so that all Graduate Division requirements are met and forms submitted at the appropriate times.

To comply with Normative Time, the dissertation should be completed before the end of the seventh year after the student's entrance into the program. An additional two semesters of non-registered time (making eight years in all) are allowed only for students who withdraw for parental or medical reasons. It is expected that this extra year will be taken during the writing of the dissertation, and perhaps spent in study abroad.

### A. Major, Minor, and Outside Fields

The Ph.D. program requires proficiency in one major field of study, one minor field, and one outside field. A wide range of choices is available for all fields in order to meet individual needs.

Normally, these fields are distributed across the geographical and disciplinary areas covered by the AHMA program (the Ancient Near East and Egypt, Greece, and Rome; archaeology, history, art history, and so forth). So, for example, students whose major field is in the Greco-Roman world should choose an outside field in Pharaonic Egypt and/or the Ancient Near East, and vice-versa. Students whose major field is text-based must choose a minor field in the material culture of that field (excluding epigraphy and papyrology), and vice-versa. With the consent of the student's Advisory Committee, up to two methodology or theory courses (e.g., in physical or social anthropology,

archaeological theory, feminist and/or queer theory, political science, economics, statistics, demography, intellectual history, and/or art history) may be included in this combination.

Students should define these fields as soon as possible in consultation with their Advisory Committees and the Graduate Advisor, and further coursework and language study should be planned with them in mind. With the committee's approval, fields may be redefined in order to meet a student's developing interests. *Committee Chairs who leave campus for any significant length of time must ask another committee member to serve as Chair in their place.*

### **Requirements:**

- (1) **The three fields combined.** Satisfactory completion of at least eight courses in or (if appropriate or necessary) closely relating to the three fields, including at least four graduate seminars. The selection of these courses, usually distributed in a 4:2:2 ratio, is to be determined by the student with the advice and consent of his or her Advisory Committee and the Graduate Advisor.
- (2) **Major field only.** In addition to the required coursework (see (1), above): a three-hour, comprehensive preliminary written examination. This examination is to be based on the student's coursework for the major field. The student should ask an appropriate member of the Candidacy/QE Committee to set it and circulate it among the Committee members for approval.

A maximum of three courses previously taken at Berkeley may be credited towards these requirements, with the consent of the student's Advisory Committee and the Graduate Advisor.

If appropriate courses are not available for the minor or outside fields, at the student's request and by discretion of the Advisory Committee and the Graduate Advisor, a written examination may be substituted for coursework in one of them, in which case only six courses (including at least three graduate seminars) are required.

Coursework and/or language examinations may be taken in any order, to be followed by the dissertation colloquium, preliminary written examination(s) and Qualifying Examination.

The Candidacy/QE Committee determines the form of all written examinations in consultation with the student. The Committee then sets them and evaluates them. Examinations normally require the student to choose no more than three essays from a wide range of questions.

Students who fail a written examination may repeat it only once, usually after a minimum interval of six months. In special circumstances, the student's Candidacy/QE Committee, with the approval of the Graduate Advisor, may allow an interval of less than six months. A student who does not pass the second written examination is subject to dismissal.

A student preparing for a Ph.D. written examination or the oral Qualifying Examination may enroll for credit in an independent study course (299, for 1-12 units) or Individual Study for Doctoral Students (602), as appropriate. Credit for these courses is not applicable to the course work requirement for the degree.

## **B. Languages**

All language requirements must be satisfied before the student takes the Qualifying Examination. As in Stage I, the choice of languages will vary depending upon the student's individual program of study and is determined by him or her with the advice and consent of the Advisory Committee.

- (1) **Ancient languages.** Students specializing in the Greek and Roman world must achieve competence in both Greek and Latin, to be demonstrated for the second language in the way(s) specified for Stage I. Students specializing in the Ancient Near East and/or Egypt must take a second year of the ancient language begun at Stage I and must achieve basic competence in a second ancient language (defined according to the standards set by the Department of Near Eastern Studies). Since advanced research may require competence beyond these minimum levels, the Advisory Committee may also recommend or even require extra language training if appropriate.
- (2) **Modern Languages.** All students must demonstrate basic competence in a second modern language, either by passing an examination in it like that required for Stage I; or by completing at least two years' coursework at Berkeley in that language with an average grade of B+; or by submitting for consideration by the student's Advisory Committee an examination in that language passed at another university. In this case the Advisory Committee's decision whether or not to accept the examination will be final. Since advanced research may require competence in more than two modern languages, the Advisory Committee may also recommend or even require extra language training if appropriate.

Modern language exams are scheduled together at the end of the week before classes start each semester and a third time at the end of Spring semester by the Classics Department. Ancient language exams are scheduled during the week before classes start each semester or during RRR week of the spring semester. Ancient language exams are individually crafted, and students should ask their Advisor Committees well in advance to set them, and may enroll for credit in an Independent Study course (299) or Individual Study for Doctoral Students (602), as appropriate, for 1-12 units in order to prepare for them. These units are not applicable to the coursework requirement for Stage II.

## **C. Dissertation Prospectus**

After satisfying the course and examination requirements for Stage II and before taking the major field written examination, the student should reconstitute his/her Advisory Committee as a Candidacy/QE Committee. This committee should consist of

five faculty members: four AHMA faculty members from at least two different departments and one faculty member (who must be a Berkeley Academic Senate member) from an outside department, nominated by the student with the advice and consent of the Graduate Advisor. These will review the student's dissertation prospectus and will serve as QE examiners; one of them should be the student's prospective dissertation chair. In consultation with this Committee, the student must then:

- (1) Compose and submit to the Committee a prospectus of the intended dissertation that defines its subject, scope, approach, rationale, and timetable for completion, and includes a select bibliography. The prospectus should not exceed five pages in length, excluding the bibliography.
- (2) Devise a plan of study toward the major field written examination and Qualifying Examination.

At a colloquium held four to six months before the Qualifying Examination, the Candidacy/QE Committee and the student then (a) review and finalize this prospectus; and (b) determine the precise scope of the examination, in order to provide an appropriate foundation for the student's dissertation research.

The student should also consult with the SAO **well in advance of the colloquium** so that all Graduate Division requirements are met and forms submitted at the appropriate times.

#### **D. Registration Requirements**

During Stage II, students are expected to register for 12 units each semester, and must be registered for the semester of any examination, oral or written, required for the Ph.D. degree. They may enroll for lecture courses or seminars; language courses; 299 units (supervised independent study in a particular subject; study for language requirements, examinations, and/or dissertation research); and 300-level units (in conjunction with GSI appointments); and Individual Study for Doctoral Students (602). They should petition for in absentia registration status when intending to spend up to two semesters travelling for fieldwork or research abroad. Students may also withdraw but they would then have to apply for readmission and readmission is not guaranteed as well as deal with residency issues. *Students should seek the advice of the SAO and Graduate Advisor prior to any major change in registration status.*

#### **E. Fieldwork Requirement**

Each AHMA student must acquire practical experience in archaeology and material culture, broadly defined. This may be obtained in different ways including participation in University sponsored or affiliated excavations and field schools such as those at:

- **Dhiban (Jordan):** Professor Ben Porter ([http://nes.berkeley.edu/web\\_Porter/Dhiban/Welcome.html](http://nes.berkeley.edu/web_Porter/Dhiban/Welcome.html))

- **El Hibeh (Egypt):** Professor Carol Redmount  
(<http://neareastern.berkeley.edu/hibeh/index.htm>)
- **Mycenae (Greece):** Professor Kim Shelton  
(<http://nemeacenter.berkeley.edu/field-schools>)
- **Nemea (Greece):** Professor Kim Shelton  
(<http://nemeacenter.berkeley.edu/field-schools>)
- **Sardis (Turkey):** Professor Nicholas Cahill (AHMA PhD; University of Wisconsin, Madison)  
<http://harvardartmuseums.org/study-research/research-centers/sardis>)

Alternatively or additionally, the fieldwork requirement may be met through topographical or other on-site/museum work in the Mediterranean and Near East with AHMA or other faculty; through enrollment in approved study programs abroad (e.g., those of the American Academy in Rome or the American School of Classical Studies at Athens); through participation in non-U.C. Berkeley excavations or archaeological fieldwork; or through supervised research projects conducted at approved museums or research institutions (e.g., the American Numismatic Society; the Getty Center and Museum (note that in absentia registration is not possible for research at the Getty since research outside California is required for eligibility); the American Academy in Rome; the American School of Classical Studies at Athens; the Albright Institute of Archaeology in Jerusalem; the American Center for Oriental Research in Amman; the American Research Center in Egypt; and/or the Cyprus American Research Institute). In order to broaden the student's experience, this requirement must be fulfilled outside Berkeley.

#### **F. The Qualifying Examination**

The Qualifying Examination is scheduled after the student has satisfied all language requirements, has passed all coursework and had the dissertation colloquium. The oral Qualifying Examination should take place within 10 days of the major field written examination and before the end of the semester.

The Examination is conducted by a Qualifying Examination Committee of five faculty members that must be approved by the Dean of the Graduate Division. This committee should be selected well in advance of the intended date of the examination. It should include all or most of the student's Candidacy/QE Committee members, to a total of four AHMA faculty members from at least two different departments, and one faculty member from outside the AHMA program, nominated by the student with the advice and consent of the Graduate Advisor. All must be members of the Berkeley Division of the Academic Senate. Under certain circumstances, a non-Senate member may be appointed to a QE Committee as an inside member or co-chair if he or she offers expertise not otherwise available among the regular faculty. **The chair of the Qualifying Examination Committee cannot also serve as chair of the student's Dissertation Committee.**

To take the Qualifying Examination, students must schedule it with the SAO and their QE Committee *well in advance*; must submit the “Application for the Qualifying Examination” to the Graduate Division for its approval at least four weeks before the examination date; and must list on this application at least three subject areas to be covered during the examination, as well as the names of the members of their QE Committee. The form is available from the Graduate Division web site (<http://www.grad.berkeley.edu/policies/forms.shtml>). Students may not take it before Graduate Division notifies them that their admission to it has been approved. The student must be registered the semester in which the exam is taken (or, during winter or summer break, be registered in either the preceding or following semester); must have completed at least one semester of academic residence; and AHMA requires that students have no courses on his or her record graded Incomplete. Eligibility to take the qualifying exam is valid for 18 months.

The Qualifying Examination **must** be held with the entire committee present; the outside member **must** also be present for the entire exam. It covers the student’s three fields of study as well as the proposed dissertation topic and usually lasts for three hours. Its intent is to ascertain the breadth and depth of a student’s knowledge; whether or not he or she is adequately prepared for the dissertation; and his or her ability to undertake dissertation research. Students are expected to exhibit advanced knowledge and understanding of the facts, principles, and methodologies that apply in their fields of study and dissertation research and to demonstrate a capacity for critical thinking and analysis. The faculty examiners judge whether the student has the ability to think incisively and critically about both the theoretical and the practical aspects of their subject areas, and whether they can, in all likelihood, design and produce an acceptable dissertation within normative time limits.

Students should submit to the entire exam committee, at least 4 weeks before the oral exam is scheduled, reading lists for the minor and outside fields. These reading lists should be distilled from the courses taken to fulfill the two fields: from their instructors’ bibliographies and from any papers written in conjunction with these courses. They should not expand beyond the reach of the student’s completed coursework.

### **G. Advancement to Candidacy for the Ph.D.**

After passing the Qualifying Examination, the student submits an application to Graduate Division for advancement to candidacy to the Ph.D. The application is available at the Divisional web site, <http://www.grad.berkeley.edu/policies/forms.shtml>, or from the SAO. It must be signed by the Graduate Advisor and the student’s dissertation chair, and be accompanied by the appropriate fee. The form should be filed no later than the end of the semester following the one in which the student passed the qualifying examination.

Students who advance to candidacy within the normative time to advancement (10 semesters) may be eligible for a Graduate Division Dean's Dissertation Completion

Fellowship (DCF) (see below). The student should be aware of the earlier advancement to candidacy deadline for the DCF and may not qualify for it if scheduling the exam in the summer months.

Nonresident students who have been advanced to candidacy are eligible for a 100 percent reduction of the annual nonresident tuition fee for a maximum calendar period of three years if they advance to candidacy by the fee reduction deadline. The application for doctoral advancement must be received in the Graduate Services Degrees Unit by the first day of instruction of the semester for which the reduced tuition is assessed. For the reduced fee to be reflected on the CARS billing statement, however, students should apply for advancement at least 6-8 weeks before the beginning of the semester to allow sufficient processing time.

The reduced tuition three-year period is calculated from the semester subsequent to the students' advancement, whether registered or not. Any student who continues to be enrolled or who re-enrolls after the three-year period will be charged the full nonresident tuition rate that is in effect at the time.

Candidacy for the AHMA doctorate is valid only for a limited time. AHMA's normative time in candidacy is two years (four semesters). Students who do not complete the dissertation within that time, plus a two-year grace period, will have their candidacy lapsed. Moreover, Graduate Division usually will not accept coursework or qualifying examination results more than five years old as representing current knowledge unless the student gives other evidence of continuing scholarly activity besides research for the dissertation.

#### **H. The Ph.D. Dissertation**

After advancement to candidacy, and with the advice and consent of the Graduate Advisor, the student selects a Dissertation Committee composed of two AHMA faculty members from two different AHMA departments as well as an Academic Senate faculty member outside the AHMA faculty to guide the research and writing of the dissertation. This Committee normally includes at least two of the student's Candidacy/QE Committee members. The member most closely involved with the student's research is usually named as chair. However, the chair of the Qualifying Examination cannot chair the Dissertation Committee. On the advice of the student and Graduate Advisor, the Dean of the Graduate Division may appoint co-chairs. Under certain circumstances, a non-Senate member may be appointed to a Dissertation Committee if he or she offers expertise not otherwise available among the regular faculty.

The Dean's Normative Time Fellowship (DNTF) has been replaced by the Dean's Dissertation Completion Fellowship (DCF). Students admitted under the DNTF are "grandfathered" into the DCF program. Under the terms of the DCF, departments are required to offer, and all PhD candidates are required to participate in, certain "dissertation completion activities." These may include (but are not limited to):

- Dissertation-writing groups, preferably with some faculty involvement

- A dissertation ‘boot camp’ (an intensive writing program)
- A proposal or completed-chapter(s) requirement for the fellowship year
- Student research presentation seminars
- Workshops on securing outside funding for PhD candidates in the discipline
- Other appropriate activities—such as facilitation of students submitting papers to research conferences, etc.

AHMA has arranged with our main participating departments (History, Classics, History of Art, and Near Eastern Studies) that our students join their completion activities. With the advice and consent of their dissertation committees, AHMA students will choose the department and program most appropriate to the subject matter and thrust of their dissertations.

Research, writing, and revising the dissertation are expected to occupy no more than two years. Dissertation chapters should be submitted to the Dissertation Committee, together with appropriate illustrations, as they are written. The completed dissertation must be approved by all three members of the committee and must be in final form before the student is recommended for the Ph.D. degree. University requirements on format, deadlines, and payment of fees may be found in the booklet “*Guidelines for Submitting a Doctoral Dissertation or a Master’s Thesis*” available from Graduate Degrees, 318 Sproul Hall, and at <http://www.grad.berkeley.edu/policies/guides/category/degrees-guide>. Requirements should be carefully followed.

The Academic Senate’s Graduate Council requires that all doctoral students advanced to candidacy meet annually with at least two members of their Dissertation Committee to evaluate the student’s progress. The student should submit to his or her committee an evaluation of his or her progress for the previous year and a program for the coming year. The dissertation advisor and at least one other committee member should provide the student with a written response to the evaluation and projected program; the student then has the opportunity to make final comments. Non-resident students may complete the process by mail.

Doctoral degrees are awarded in December and May. Graduate Division’s deadline to file a dissertation is the last working day of the semester. However, the student should submit the final draft of the dissertation to his or her committee members *at least three months* before the Graduate Division deadline. In order to receive a degree in any given semester, all work for the degree must be completed by the last day of the semester. Students must be registered or on Filing Fee status the semester they receive their degree. Students who file dissertations during the summer must register or be registered for the preceding spring semester.

## VII. TIMELINES

**Note:** These timelines are advisory (and admonitory) only.

### **A. M.A./Ph.D. students**

#### YEAR 1

By the end of this year you should have:

- (i) Completed at least half the coursework required for Stage I;
- (ii) Made significant progress toward fulfilling your ancient and modern language requirements;
- (iii) Chosen the first member of your Advisory Committee (spring);
- (iv) Taken your first modern language exam.

#### YEAR 2

By the end of this year you should have:

- (i) Chosen all members of your Advisory Committee and named its Chair (fall);
- (ii) Completed your Third Semester Review (fall);
- (iii) Completed all coursework required for Stage I;
- (iv) Completed or made significant progress on your Qualifying Paper;
- (v) Taken or be about to take your Greek or Latin exam; or completed the first year of an ancient Near Eastern language.

#### YEAR 3

By the end of this year you should have:

- (i) Completed your Qualifying Paper (fall);
- (ii) Chosen your major and two minor fields (fall);
- (iii) Petitioned to proceed to Stage II (fall);
- (iv) Made significant progress toward fulfilling the coursework requirement for Stage II;
- (v) Taken or be about to take your Latin or Greek exam; or have completed the second year of your 1<sup>st</sup> ancient Near Eastern language;
- (vi) Begun the first year of your 2<sup>nd</sup> ancient language, if specializing in the Near East or Egypt;
- (vii) Taken or be about to take the 2<sup>nd</sup> modern language exam.

#### YEAR 4

By the end of this year you should have:

- (i) Completed all coursework required for Stage II;
- (ii) Taken your 2<sup>nd</sup> ancient language exam or completed the first year of your 2<sup>nd</sup> ancient Near Eastern language;
- (iii) Taken your 2<sup>nd</sup> modern language exam;
- (iv) Completed your Fieldwork Requirement.

#### YEAR 5

By the end of this year you should have:

- (i) Reconstituted your Advisory Committee as a Candidacy/QE Committee (fall);
- (ii) Submitted your PhD prospectus to this Committee (fall);
- (iii) Completed your PhD colloquium (fall);
- (iv) Taken your PhD preliminary written exam and Qualifying Examination.

#### YEAR 6

By the end of this year you should have:

- (i) Made significant progress with your Ph.D. dissertation research;
- (ii) Started writing your dissertation.

#### YEARS 7-8

By the end of this period you should have:

- (i) Written your dissertation;
- (ii) Submitted your dissertation to the Dissertation Committee for comments (at least 3 months before the filing deadline);
- (iii) Submitted your dissertation to the Dissertation Committee for signature
- (iv) Landed a job.

### **B. Post-M.A. entrants**

#### YEAR 1

By the end of this year you should have:

- (i) Begun the coursework required for Stage II;
- (ii) Completed the ancient and modern language requirements required for Stage I;
- (iii) Chosen all members of your Advisory Committee and named its Chair.

#### YEAR 2

By the end of this year you should have:

- (i) Completed your Third Semester Review (fall);
- (ii) Petitioned to proceed to Stage II (by Nov. 1);
- (iii) Made significant progress toward fulfilling the coursework requirement for Stage II;
- (iv) Taken or be about to take your Latin or Greek exam; or completed the second year of an ancient Near Eastern language;
- (v) Begun the first year of your 2<sup>nd</sup> ancient language, if specializing in the Near East or Egypt;
- (vi) Taken or be about to take your 2<sup>nd</sup> modern language exam.

#### YEARS 3-7

See years 4-8 of the M.A./Ph.D. program, above.

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## APPENDICES

### *Appendix 1: Registration and Residency*

#### **A. Tele-BEARS**

Access to the Tele-BEARS system for course enrollment is available at <http://telebears.berkeley.edu>. AHMA students need an advisor code to enter the system each semester and should obtain these in timely fashion from the Graduate Advisor. As with all online systems at Berkeley, students need their CalNet ID and passphrase to access the system.

Tele-BEARS is a two-phase enrollment system with an adjustment period. Continuing students can view their appointment times in Bear Facts for Phases I and II. **Note:** if you miss your appointment time, there are also “open hours” when students may access Tele-BEARS. New students will be assigned an initial enrollment appointment, and may also enroll during “open hours”, and during the adjustment period that begins one week prior to the start of classes and extends through the first three weeks of instruction. New and continuing students may change their schedule during the adjustment period. You should make sure that you enroll in courses in a timely manner in order not to jeopardize your registration and payment of your stipend or other awards.

#### **B. Bear Facts**

Bear Facts (<http://bearfacts.berkeley.edu>) is a system that provides information regarding your registration, grades, financial aid, billing, class schedule, and address. When logging on to Bear Facts for the first time, you will use a PIN issued by the Admissions Office for initial access. You will then be asked to pick a Bear Facts passphrase that will remain your passport to all of the campus systems. If you forget your Bear Facts passphrase, go to User and Account Services, 207 Evans Hall, to obtain a new one. You *must* change your address and telephone number through Bear Facts that will update the student database system. Bear Facts is available to current students, students eligible to register for the next semester, and students registered in the previous semester.

#### **C. California Residency**

The University Residency Office classifies every entering student as a resident or non-resident of California for tuition purposes. Some students, however, may be re-classified as residents after one year of graduate school, which exempts them from paying non-resident tuition. International students cannot establish California residency and should expect to pay non-resident tuition every semester of graduate study until advanced to candidacy for the Ph.D.

To become a resident for tuition purposes, you must show that you have lived in California for one year, and intend to make California your permanent home. You must begin to document your physical presence in the state *as soon as you arrive*. A handout titled

“Establishing Legal Residence for Tuition Purposes at the University of California,” is available from the Office of the Registrar website (<http://registrar.berkeley.edu>). See the SAO if you have other questions.

**Be sure to:**

- Save all ATM, grocery, and other receipts that will prove your physical presence in California during all weeks that school is not in session. This is very important for establishing residency for the first time. Since you will have to do this for a whole year, designating a large shoebox or other file and adding to it during the weeks that school is not in session will help you keep track of this crucial proof.
- Obtain a California driver’s license or identification card (if you have never had a driver’s license). There are Department of Motor Vehicle (DMV) offices in Oakland (5300 Claremont Ave. #400, 450-3670) or El Cerrito (6400 Manila Avenue, 235-9171). If you have a license from another state, you will have to pass the California written test, an eye exam, and present a copy of your birth certificate. A driving test is required if you do not have a valid license from another state.
- Register your vehicle at the DMV.
- Open a local bank account as soon as possible, and close non-California bank accounts.
- Register to vote, and then vote in California elections. Voter registration forms are available in Sproul Hall, at voter registration tables on Sproul Plaza, or at fire stations, public libraries or DMV offices.
- Use your California address as your permanent address. Do not list your parents’ or any other out-of-state address as a permanent address on any University form or legal document.
- Remain in California when school is not in session. Travel for fieldwork or a fellowship may not necessarily jeopardize your residency standing, but time away from the state for any other reason must be limited to 42 days per year, especially in the first year that you are establishing residency and will be scrutinized very closely.

## ***Appendix 2: Fees, Bills, and Other Money Matters***

### **A. Fees and Bills**

Student registration fees are billed through the Campus Accounts Receivable System (CARS), which is administered by the Billing and Payment Services Office, 140 University Hall. Bills are usually sent via email, and you may check your on-line statement via the Bear Facts system. If you are making your own payments (as opposed to a fellowship or fee remission paying your fees), you may mail it or drop it in the depository boxes at the Addison Street entrance to University Hall or the south entrance to the basement of Sproul Hall. You can also pay in person at the Cashier’s Office at 140 University Hall. Payments must be made by check or a money order from a U.S. bank,

payable to the Regents of the University of California. Payments must be *received* by the due date indicated on your CARS bill. For information about deferred billing (paying a semester's fees in five monthly installments), see your CARS billing statement and follow the enclosed instructions. For additional information, contact the Billing and Payment Services Office at 642-3190.

### **B. Students Receiving Financial Aid**

If you are receiving financial support from the Financial Aid Office, a University or extramural fellowship, or a departmental grant, all or part of this support will be applied to registration fees. Awards will be listed as credits on your CARS statement. If these awards do not cover your entire fees and other charges, you will need to pay the minimum amount indicated on the bill. If you are being sponsored by an outside entity such as a governmental agency or a foundation, it is your responsibility to ensure that fees are paid and properly credited.

### **C. Stipend Awards**

If you have been awarded a stipend as part of a fellowship, payment may be available as early as the Friday before instruction begins. In order to have stipend checks released, you must have no blocks on your registration, must have registered for at least one class, and must have paid a minimum of 20% of your fees. You are strongly encouraged to sign up for Electronic Funds Transfer (EFT), which allows stipend checks to be automatically deposited into your personal bank account. This avoids having to stand in long lines to pick up paper checks. The website to sign up for EFT is located at <http://eftstudent.berkeley.edu/>. Please note that there are two separate types of EFT: one for stipend checks, and one for payroll checks (the latter apply to students who hold a GSI/GSR or other type of appointment for which they are paid.) You may sign up for EFT for paychecks as a GSI or GSR through the department that hires you.

## ***Appendix 3: Financial Assistance***

### **A. The General Financial Picture**

All graduate students at the University of California must pay registration fees of approximately \$7,817.75 per semester for the academic year 2013-14. Non-residents must pay additional non-resident tuition (NRT) of \$7,551.00 per semester. U.S. citizens and permanent residents can normally establish California residency and thus be exempted from paying NRT after one year. After being advanced to doctoral candidacy, non-resident students are eligible to have their NRT reduced by 100% for a total of three consecutive calendar years. AHMA will work with you to obtain continuous support through combinations of university fellowships, departmental grants, GSI appointments, research assistantships, student loans, travel awards, and extramural grants.

The AHMA program makes every effort to support you throughout your graduate career, provided that you continue to make good progress towards your degree(s). You may obtain application forms for fellowships from the AHMA Student Affairs Officer. Supporting documents (three letters of recommendation and transcripts) should reach the SAO in early January. Available awards include resident fellowships, traveling fellowships, extramural fellowships, and dissertation fellowships. Graduate Division's Graduate Services Fellowships Unit (318 Sproul Hall) provides information on graduate student support, and databases for research funding can be accessed via <http://www.grad.berkeley.edu/financial/index.shtml>.

Students not awarded University fellowships or extramural support will usually be required to serve as a GSI one semester of each year (after completion of the first year) to be eligible to apply for support in the other semester of each year. Students who have advanced to candidacy are required to apply to outside sources of funding and must provide a copy of all such applications when applying for departmental support of any kind. Generally, no AHMA funding will be awarded after the seventh year, and sixth and seventh year funding will usually consist of teaching appointments only, usually in the participating departments. Occasionally, GSI positions may be available to students beyond their seventh year.

AHMA annually awards a number of smaller travel grants to enable students to acquire first-hand knowledge of sites and museums, normally during the summer break (this assumes normal progress on language requirements). You have the option of using this grant for intensive language study rather than travel.

### **B. Multi-Year Fellowships**

Most multi-year fellowships are awarded at the time of acceptance to Berkeley. There are, however, some additional fellowships for students further in their graduate study, and for graduate students whose backgrounds and educational interests enhance the level of diversity within the Graduate community. See the Graduate Services Fellowships Unit (318 Sproul Hall) for more information.

### **C. Graduate Division Continuing Student Fellowships**

AHMA doctoral students who are advanced to candidacy by the end of their tenth semester may be eligible for a Graduate Division Dean's Dissertation Completion Fellowship (DCF). Qualifying students will receive a two-semester stipend of \$16,000 plus fees (and non-resident tuition for international students). Graduate Division determines eligibility for this fellowship and will notify students as to their success or otherwise in obtaining it once the Graduate Services Degrees Unit has processed their Advancement to Candidacy form. The DCF may be used during any semester in candidacy before the end of the mandated Normative Time (fourteen semesters for AHMA students). You must fill out a "DCF Activation Form" to elect in which semesters you wish to take the DCF. You should be aware that the DCF permits up to two semesters of approved withdrawal for personal reasons only (e.g., medical and parental

leave). Withdrawal for research or other academic purposes will count as accrued time. You must first consult with the SAO before withdrawing. International students must also consult with the Berkeley International Office, since their visa could be in jeopardy unless they apply for *in absentia* registration status.

The DCF may be supplemented by a single semester GSI-ship, AI-GS, GSR, Reader, or Tutor position, for no more than 25% time. More information about this relaxation of the former rules governing such employment can be found on the Graduate Division web site at <http://www.grad.berkeley.edu/policies/guides/f3-1-dissertation-completion-fellowship>.

#### **D. Graduate Student Instructorships**

Since teaching is an important part of graduate training, each student in the AHMA program will normally serve several times as an instructor. AHMA students are eligible to compete for Graduate Student Instructorships (GSI-ships) in the departments of Classics, History, Near Eastern Studies, History of Art, and Anthropology, depending upon their particular qualifications, and for the Western Civilization classes under Undergraduate and Interdisciplinary Studies (UGIS). You should apply directly to the department or program in question to compete for appointments. GSI-ships are rarely awarded in the first year of graduate study.

Before teaching begins, all students must clear from their record any Incomplete grades that are more than a year old. Moreover, per Graduate Council policy, GSIs may not have more than two Incompletes at the time teaching begins. All first-time GSIs are required to attend an UC-UAW orientation, a pedagogy workshop, and complete an on-line ethics course sponsored by the University. Otherwise, the student is ineligible for future appointments.

In addition, first-time international GSIs whose native language is other than English must pass an exam to demonstrate English language proficiency. (See the SAO for more information on English workshops and proficiency exams.) GSI teaching levels vary based on experience and include a monthly salary plus a fee remission covering 100% of education and registration fees as well as Student Health Insurance premiums.

#### **E. Other Funding**

Student funding may also take the form of other academic appointments such as Graduate Student Researcher appointments (GSR-ships; collaboration in the work of a particular faculty member) or Readerships (grading papers and exams in a particular course). Appointment as a Graduate Student Researcher or a Reader depends upon the recommendation of individual faculty members and available funding.

To learn more about graduate student academic appointments, you should read the Graduate Division's handout entitled "What You Need to Know About Being a Graduate Student Instructor (GSI), Graduate Student Researcher (GSR), Reader, or Tutor." This handout is available on their web site at <http://www.grad.berkeley.edu/policies/guides/category/appointments-guide/what-you-need-to-know-appts/>.

## **F. Federal Financial Aid**

The Financial Aid Office (FAO) offers a financial aid package combining grants, loans, and work-study employment to graduate students with demonstrated financial need. The office attempts to fill the financial gap that exists between educational costs and money available to the student from family, job, income, savings, and other resources. To be eligible for federally funded programs, applicants must be U.S. citizens or on immigrant visas. It is the assumption of the FAO that students will be responsible for all completing the required documents by the specified deadline dates and for informing FAO of any changes to their financial status. Failure to do so will jeopardize financial aid eligibility. The total amount of financial aid that a student may receive is limited, and takes into account other sources of support, such as fellowships and other awards.

For questions, you should consult directly with the Financial Aid Office, 201 Sproul (642-0485) or at their web site: <http://www.berkeley.edu/applying/aid/>.

**IMPORTANT NOTE:** To qualify for any type of fellowship support or aid, you must submit a Free Application for Federal Student Aid (FAFSA), regardless of financial status. These forms and other current information on student aid are available from the Financial Aid Office.

## ***Appendix 4: Health Care and Insurance***

### **A. Health Insurance**

All registered students must have major medical health insurance to pay for on- and off-campus care, hospitalization, and out-of-area urgent care. Students are automatically registered in SHIP (Student Health Insurance Plan), and the premium is included in your registration fees each semester. Dental insurance is included. Fall payment covers August 15 - December 31, and Spring payment covers January 1 - August 14. Coverage is good anywhere in the world, and around the Bay Area. Speak to the Insurance Office at the University Health Services about specific coverage. SHIP members can purchase a separate health insurance policy for a spouse or domestic partner and dependents. Visit the SHIP website for more information: [www.uhs.berkeley.edu/students/insurance](http://www.uhs.berkeley.edu/students/insurance). If you carry private insurance, you can opt out of the student health plan and get a refund of those fees. University Health Services (UHS) can provide forms and answer questions about waiving health coverage. Be sure to meet their filing deadline or your SHIP charges will not be refunded.

### **B. University Health Services**

University Health Services is a vast resource for students, and is housed at the Tang Center, 2222 Bancroft Way, 642-2000, <http://www.uhs.berkeley.edu/index.shtml>.

University Health Services (UHS) provides comprehensive medical, mental health and health promotion services to all Cal students. Its Counseling and Psychological Services (CPS), 642-9494, <http://www.uhs.berkeley.edu/> offers professional career, academic, personal, and crisis counseling. Students can use the medical services just as they would their regular doctor's office and urgent care center. The facility is fully accredited, staffed by board-certified physicians, nurse practitioners, physician assistants, a nutritionist, and nurses. For more information about appointments, types of services offered, fees, coverage of family members, advice nurse, after hours care, etc., consult the UHS website <http://www.uhs.berkeley.edu/home/contact/index.shtml>, or call the general information number at 642-2000.

Students going abroad for fieldwork may want to contact UHS's International Travel Care (<http://www.uhs.berkeley.edu/students/medical/travel.shtml>). The "Travel Clinic" provides travel consultation with medical professionals, immunizations, advice on preventing illness while traveling, and education on safety concerns related to food, drink, and recreational activities. Travel visits are by appointment. There is a charge for the consultation, in addition to charges for immunizations.

### **C. Travel Insurance**

From the University Risk Management Unit website (<http://riskservices.berkeley.edu>):

Students traveling to participate in off-campus activities sponsored and supervised by the University, are covered 24 hours a day, worldwide, for a wide variety of accidents and incidents.

This broad coverage is provided at no cost to the student, but the student will need to register all out-of-state and foreign country travel at [www.ucop.edu/risk-services/loss-prevention-control/travel-assistance/index.html](http://www.ucop.edu/risk-services/loss-prevention-control/travel-assistance/index.html) to ensure coverage for each covered off-campus activity. Upon registration, students will receive confirmation of coverage and the toll-free number to call in an emergency. Coverage is also provided for in-state off-campus activities, but registration is not required.

The following travel assistance services and benefits are available to students who travel 100+ miles from campus to participate in University sponsored and supervised off-campus activities:

- Emergency Medical Evacuation,
- Security Extraction (not subject to the mileage limitation),
- Accident/Sickness Medical (U.S. \$10,000/occurrence; Foreign \$100,000/occurrence),
- Other Travel Assistance Services: such as passport replacement assistance, legal assistance referrals (when the student traveler is 100+ miles from campus)
- Accidental Death, Dismemberment, or Paralysis Benefits,

These services can be activated by calling the toll-free number on the registration card or by contacting the Office of Risk Services at 510-987-9832.

If there are any delays or difficulties encountered when calling the emergency number, contact Risk Services immediately for help in resolving the problem(s).

## ***Appendix 5: Research Resources***

### **A. Campus Libraries**

The U.C. Berkeley Library is comprised of the Doe/Moffitt Library, Bancroft Library, and over 24 subject specialty libraries serving a variety of academic disciplines. UC Berkeley's libraries hold over 10 million volumes and 90,000 serial titles. The Association of Research Libraries ranked Berkeley the top public university library, and third overall among major research universities in the United States and Canada. The Library's website (<http://www.lib.berkeley.edu/>) provides easy access to the UCB online catalog, OskiCat, as well as numerous important online bibliographic and reference resources. The California Digital Library hosts MELVYL, the online catalog for all UC campuses.

In addition, a number of specialized libraries on the Berkeley campus are available to AHMA students. These include:

- The Art History/Classics Library (308 Doe) is specifically designated for graduate and faculty use. Seminar rooms for both History of Art and Classics Departments are located here, as well as the History of Art Visual Resources Collection, which contains over half a million slides and over a hundred thousand scanned images (<http://mvpublish.berkeley.edu/res/sites/arhistory/jpgs/>). The collection contains most of the basic source material, texts, and periodicals for Greek and Roman history, archaeology, art, literature, and philosophy (<http://www.lib.berkeley.edu/ARTH/collections.html>) as well as important CD-ROMs and microfiche photo collections such as those of the Deutsches Archäologisches Institut, Bildarchiv Foto Marburg, and the Alinari Archive. The collection is non-circulating, although faculty and graduate students may check out some materials for a 2-hour loan period. Numerous important electronic resources such as ARTstor, Dyabola, Année Philologique, etc., are available via the AH/C Library website at <http://www.lib.berkeley.edu/ARTH>.
- Several small libraries in the basement of Barrows Hall operated by the Near Eastern Studies Department including the Baer-Keller Library of Egyptology, the Near Eastern Seminar Library, and the Hebrew/Semitics Seminar Library.
- An extensive anthropological library in Kroeber Hall operated by the Anthropology Department (<http://www.lib.berkeley.edu/ANTH>).

- In addition, the Graduate Theological Union (GTU) has an extensive library open to use by UC students (<http://gtu.edu/library>). The collection focuses on religion (including New Testament Greek, Coptic, and Hebrew) and the history and archaeology of Syria-Palestine for all periods.

### **B. The Sara B. Aleshire Center for the Study of Greek Epigraphy**

The Sara B. Aleshire Center for the Study of Greek Epigraphy (<http://aleshire.berkeley.edu/>) is a campus research facility endowed by the Estate of the late Dr. Sara B. Aleshire, an alumna of AHMA and a distinguished scholar of Greek epigraphy and ancient Greek religion. The purpose of the Center is to encourage and support the research of UCB faculty and graduate students in ancient Greek inscriptions from all regions of the Mediterranean world. To that end, the Center provides funds for (1) research grants for travel to study Greek inscriptions; (2) seminars and conferences at UCB to further the study of Greek Epigraphy; and (3) book purchases related to the study of Greek Epigraphy. The Center is administered by an Advisory Committee to the Chairman of the Graduate Group in Ancient History and Mediterranean Archaeology. The current chair of the Advisory Committee is Professor Nikolaos Papazarkadas ([papazarkadas@berkeley.edu](mailto:papazarkadas@berkeley.edu)).

Applications for research travel grants should be submitted to the Center's Advisory Committee by March 1 for travel in the following summer, May 1 for travel in the following autumn, and November 1 for travel in the following spring. Students are expected to secure the sponsorship of a member of the UCB faculty and grant applications should include a statement of the purpose of the research project, a budget, a timetable of activity during the period of the grant, and the qualifications of the student for epigraphic research. Grantees are also required to submit to the Advisory Committee a report on their activities at the conclusion of the grant period.

The Center is housed in 6221 and 6223 Dwinelle Hall and includes a substantial research library in Greek epigraphy, an extensive collection of off prints especially in Greek religion, an archive of photographs of Greek inscriptions, and a large collection of squeezes.

### **C. The Center for the Tebtunis Papyri**

The Center for the Tebtunis Papyri (CTP) (<http://tebtunis.berkeley.edu>) houses the largest collection of Egyptian manuscripts this side of Oxford and a first-class library devoted to Graeco-Roman Egypt. It is a worldwide leader in papyrological research (including the application of new technologies to manuscript study) and provides "hands-on" educational opportunities to Berkeley students of all levels and members of the community at large. Students in the Group have long supported CTP's initiatives through its graduate student researcher program, while CTP regularly funds AHMA student research and fieldwork in areas that are germane to its interests. It offers opportunities for training and publication in papyrology, as well as graduate student research assistantships and financial support for attending conferences related to papyrology and for participating in excavations in Egypt.

Contact: Professor Todd Hickey: (510) 642-4556

#### **D. The Nemea Center for Classical Archaeology**

The Nemea Center for Classical Archaeology (<http://nemeacenter.berkeley.edu>) is a research unit organized within and under the auspices of the Classics Department. The Center works in Berkeley and in Nemea, Greece to promote teaching, research, and public education related to Greek classical archaeology with its activities focused on Berkeley's excavations in the Sanctuary of Zeus at Nemea, and the Petsas House at Mycenae. The Center was formed after the retirement of Stephen Miller to maintain and expand on this rich resource for teaching, research, and public education over the last thirty-five years.

The Nemea Center is composed of the Nemea Archive, housed in 7125 Dwinelle Hall, and the Nemea Archaeological Center at Nemea in Greece, which is composed of the Bowker House complex (residences, common room/kitchen, storage areas and garden), the Thomas J. Long Study Room in the Nemea Archaeological Museum (office/drafting space, research library and archive of original excavation materials), and the Nemean land to which Berkeley holds scientific rights. Under its director, Dr. Kim Shelton, the Center currently operates two summer research programs in Nemea and Mycenae, as well as in the Nemea Museum and the Nemea Archive on campus. Excavations will be on-going at Nemea under the American School of Classical Studies at Athens in 2010-2013 and at Mycenae under the Archaeological Society of Athens in other years.

A number of graduate students take part in the research projects every summer and the current publications programs at both sites may provide material for study and publication. Applications for participation should be discussed with the director, preferably in the fall before the summer research season to ensure adequate time for permits and funding.

Contact: Professor Kim Shelton: [sheltonk@berkeley.edu](mailto:sheltonk@berkeley.edu); (510) 642-5314.

#### **E. The Archaeological Research Facility (ARF)**

The mission of the Archaeological Research Facility (<http://arf.berkeley.edu/>) is to support archaeological field and laboratory research undertaken by U.C. Berkeley archaeologists and related specialists. Currently, 36 U.C. Berkeley faculty members from 10 departments and Organized Research Units are active participants in the ARF. ARF operates some laboratory facilities, and offers equipment and funding support to campus archaeologists (including AHMA graduate students, who are urged to apply for the ARF's Stahl Grants for fieldwork and dissertation support). ARF also publishes a newsletter (<http://arf.berkeley.edu/archaeology-news>) and a publication series; oversees over \$1,000,000 in endowments; sponsors a lecture series that attracts scholars of international repute (<http://arf.berkeley.edu/events>); and operates an undergraduate

teaching laboratory in cooperation with the Department of Anthropology as well as an educational outreach program.

### **F. Other Campus Resources**

Among other resources available to students in the Group are the computerized Thesaurus Linguae Graecae (<http://www.lib.berkeley.edu/ARTH/classicsresource.html>); the Robbins Collection of ancient and canon law (<http://www.law.berkeley.edu/library/robbins/>) in Boalt Law School; the Phoebe Apperson Hearst Museum of Anthropology (<http://hearstmuseum.berkeley.edu/>), which has extensive holdings of ancient artifacts, including a Greek and Roman collection of over 5000 objects, cuneiform tablets, and an ancient Egyptian collection of more than 17,000 objects; the Badé Museum of Biblical Archaeology (<http://www.psr.edu/bade>); a collection of ancient coins housed in the Classics Department and a collection of ancient seals housed in the Near Eastern Studies Department.

### **G. Off-Campus Resources**

Students also have regularly studied, during the course of their graduate years, at research institutes outside Berkeley, such as:

- The American School of Classical Studies in Athens (<http://www.ascsa.edu.gr>);
- The American Academy in Rome (<http://www.aarome.org/>);
- The American Numismatic Society (<http://www.amnumsoc.org/>);
- The Albright Institute of Archaeology at Jerusalem (<http://www.aiar.org/>);
- The Cyprus American Research Institute (<http://www.caari.org/>);
- The American Center for Oriental Research in Amman (<http://www.bu.edu/acor/>); and
- The American Research Center in Egypt (<http://www.arce.org/>).

The Archaeological Institute of America (AIA) (<http://www.archaeological.org/>), its San Francisco chapter (<http://www.archaeological.org/societies/sanfrancisco>), and the American Research Center in Egypt (NC-ARCE) also (<http://home.comcast.net/~hebsed/>) sponsor lectures in the Bay Area, many of them in Berkeley.

## ***Appendix 6: Exchange Programs***

Qualified graduate students in good standing can participate in the campus exchange programs listed below. More information is available from the Graduate Division at <http://www.grad.berkeley.edu/policies/guides/exchange-programs/> and in the Graduate Degrees Office, 318 Sproul Hall, 642-7330, [degrees@berkeley.edu](mailto:degrees@berkeley.edu).

- University of California Intercampus Exchange Program for Graduate Students: permits students to study at any of the other UC campuses; the Berkeley

registration fee entitles students to library, health service and other privileges at the host campus and students receive official course credit for courses taken at the host campus. (For the Master's degree, only 4 semester or 6 quarter units may be transferred toward the degree requirement; transfer of additional credits for a Master's must be approved by the Graduate Division.)

- **Stanford-California Exchange Program:** allows Berkeley students to take courses at Stanford University that are not offered at Berkeley; must be approved by the AHMA program, Graduate Division, and Stanford; participants register and pay applicable fees at Berkeley and are exempt from tuition and fees at Stanford; first year graduate students are usually not eligible. Students must enroll in at least one course at Berkeley, and twelve units if serving as a GSI.
- **The Exchange Scholar Program:** permits doctoral students from Berkeley, Brown, Chicago, Columbia, Cornell, Harvard, MIT, University of Pennsylvania, Princeton, Stanford, and Yale to study at one of the other participating universities; Berkeley registration entitles students to student privileges at the host campus for up to a year (check concerning health care); students are usually expected to have completed one year in a Berkeley graduate degree program before applying.
- **Cross-registration programs with local institutions:** lets students attend California State University Hayward, San Francisco, and Sonoma; Dominican, Holy Names, Mills and St. Mary's Colleges; and John F. Kennedy University with the approval of Graduate Division and the department/program; students may enroll for only one course per semester and must register and pay applicable fees at Berkeley.
- **Graduate Theological Union (GTU),** 2400 Ridge Road, Berkeley, CA 94709, (510) 649-2400 (<http://www.gtu.edu/>): graduate students at Berkeley may register at Berkeley and take courses at the GTU, subject to appropriate academic approvals.
- **Study Abroad:** eligible graduate students may apply to most of the study centers under the University-wide Education Abroad Program (<http://studyabroad.berkeley.edu>); see the General Catalog for a list of study centers); students must have completed at least one year in residence at Berkeley, demonstrate language proficiency when required, and have the approval of their departments/programs and Graduate Division; for more information contact Berkeley Programs for Study Abroad, 150 Stephens Hall, 642-1356.

### ***Appendix 7: Other Resources***

For new students, Graduate Division has a "Where to Begin" guide that is available in the Graduate Division Admissions Office, 642-7405, or on the Grad Division Web site [http://www.grad.berkeley.edu/new\\_students/pdf/where\\_to\\_begin.pdf](http://www.grad.berkeley.edu/new_students/pdf/where_to_begin.pdf). The Office of New Student Programs, 642-4970, also produces a comprehensive and most useful reference

guide for new students called *Resource* that is available on the Web at <http://resource.berkeley.edu>.

Graduate Division's home page is <http://www.grad.berkeley.edu>. Returning graduate students should see Graduate Division's web page for continuing students <http://www.grad.berkeley.edu/current/index.shtml> which contains campus resources and services for graduate students.

Students may also find the following offices, programs, and facilities, listed in alphabetical order, useful:

- Academic & Professional Development, 321 Sproul Hall, 643-9392, [academic\\_services@berkeley.edu](mailto:academic_services@berkeley.edu), [http://www.grad.berkeley.edu/acapro/academic\\_services.shtml](http://www.grad.berkeley.edu/acapro/academic_services.shtml)
- Career Center, 2111 Bancroft Way, 642-1716, <http://career.berkeley.edu> provides services to aid in all aspects of the job search, including individual counseling, workshops, a computer and information lab, academic and other professional job listings, and letter of reference files; also has part-time, temporary, summer and other employment listings.
- Disabled Students' Program (DSP) Office, 230 Cesar Chavez Student Center, 510-642-0518, <http://dsp.berkeley.edu/>. The campus offers many different resources for graduate students with disabilities. The purpose of an academic accommodation is to offer the graduate student an equal opportunity to meet the department's academic standards and requirements. The Disabled Students Program serves graduate students with disabilities (who complete the process for establishing eligibility) by authorizing academic accommodations. Disabled Access Services [link to <http://access.berkeley.edu>] at (510) 643-6473 or 643-6456 can usually assist with accommodations to extra-curricular events. Most physical access issues are addressed in the Campus Access Guide [link to <http://acads.chance.berkeley.edu/CAG/>]. Finally, problems with accommodations may be reported to the campus Disability Resolution Officer [link to <http://acads.chance.berkeley.edu/ada.shtml>] at (510) 642-2795.
- Financial Aid Office, Graduate Unit, 201 Sproul Hall, 642-0485: where to apply for need-based loans and work-study; students MUST complete the Free Application for Federal Student Aid (FAFSA) to be eligible for need-based awards. The form is available online at: <http://www.fafsa.ed.gov>
- Graduate Services Degrees Unit in the Graduate Division (318 Sproul Hall, 642-7330, [degrees@berkeley.edu](mailto:degrees@berkeley.edu)) offers one-day workshops on dissertation planning, organization, writing techniques, format, and style: [http://www.grad.berkeley.edu/acapro/academic\\_services.shtml](http://www.grad.berkeley.edu/acapro/academic_services.shtml)
- Graduate Division offers a variety of student services and resources to assist students throughout their graduate career. Graduate educational policy is comprehensively covered in the *Guide to Graduate Policy*

(<http://www.grad.berkeley.edu/policies/guides/>). Graduate Division provides workshops and resources for academic writing, grant writing, dissertation writing, editing, and preparing articles for publication. There are also individual consultations on these topics for graduate students.

- Graduate Services Fellowships Unit in the Graduate Division (318 Sproul Hall, 642-0672) administers University fellowships and grants and provides information on extramural (non-campus) funding sources.
- Health Services, Tang Center, 2222 Bancroft Way, 642-2000, <http://www.uhs.berkeley.edu/>: comprehensive health services are provided through University Health Services (UHS), which offers primary, urgent, and specialty medical care; pharmacy, lab, X-ray, and physical therapy services; major medical health insurance; health promotion, including a Self-Care Resource Center; occupational health care and training; counseling and psychological services; and a Career and Educational Guidance Library.
- Information Systems and Technology (IST), 2195 Hearst Ave., #3812, 642-7776 for User and Account Service: (<http://ist.berkeley.edu>.) provides free e-mail accounts for students on Calmail.
- International House, 2299 Piedmont Ave., 642-9470, <http://ihouse.berkeley.edu/>: a residence and program center housing mostly graduate students from the U.S. and abroad.
- Multi-Campus Research Group (MRG) in Late Antiquity: provides funding up to a maximum of \$5000 (plus \$500 travel funds) for two or three graduate students per year to spend a quarter or semester at another UC campus; students participate in a graduate course at the host campus and/or engage in research under the guidance of a faculty member.
- Night Safety Shuttle and Night Escort Service, 642-9255, <http://bearwalk.berkeley.edu>: the shuttle operates during fall and spring semesters; the escort service is available between 6:30 pm and 2 am every day.
- Recreational Sports Facility (RSF), 642-7796, <http://recsports.berkeley.edu/>: all registered students have free access to the RSF during the academic year; facilities include swimming pools, racquetball, handball and squash courts, weight rooms, fitness equipment, and multiple gymnasiums; instructional and aerobic classes are offered at discounted student rates.
- Residential & Student Services Programs, 2610 Channing Way, 642-2456, <http://www.housing.berkeley.edu/>, operates the Cal Rentals Office (642-3642; <http://www.housing.berkeley.edu/livingatcal/calrentals.html>): lists vacant apartments and shared rentals, Family Student Housing and Apartment Assignments (642-4109), and the University residence halls (642-4108).

- The Berkeley International Office (BIO), 642-2818, <http://internationaloffice.berkeley.edu>: provides a wide range of services for international students, including personal and visa problems and cultural adjustment; international students who wish to withdraw from the University or go on Filing Fee status must discuss their plans with an International Office advisor **before** they withdraw to avoid problems with the U.S. Immigration and Naturalization Service (INS).

For a full list of resources, please check the Graduate Division's "Resources for Graduate Students" list available in the "Guide to Graduate Policy."

## ***Appendix 8: AHMA Appeals Procedure***

### **A. Purpose and Scope**

The purpose of this procedure is to afford graduate students in AHMA an opportunity to resolve complaints about dismissal from graduate standing, placement on probationary status, denial of readmission to the same program, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals. This procedure may also be used to resolve disputes over joint authorship of research in accordance with joint authorship policies of campus departments or units.

The scope of this procedure is limited to the matters listed above, and excludes complaints regarding denial of admission, denial of readmission to a program different from the one the student originally pursued, student records, grades in courses of instruction, student employment, student discipline, and auxiliary student services (such as housing, child care, etc.). This procedure may not be used for complaints regarding actions based solely on faculty evaluation of the academic quality of a student's performance, or decanal evaluation of a student's appropriate academic progress, unless the complaint alleges that the actions were influenced by non-academic criteria.

### **B. Informal Resolution Procedures**

A student may pursue informal resolution of a complaint by scheduling a meeting with the Chair to discuss the complaint and explore possible avenues of resolution. If informal resolution is pursued, it must be initiated, and should be completed, within 30 days. At any point in this process, if a satisfactory solution cannot be reached, the student may initiate formal resolution by submitting the complaint in writing.

### **C. Formal Resolution Procedures**

A written complaint must include information regarding the action being complained of and the date it occurred, the grounds upon which the appeal is based, and

the relief requested. The complaint must be based on one or more of the following grounds:

1. Procedural error or violation of official policy by academic or administrative personnel.
2. Judgments improperly based upon non-academic criteria including, but not limited to, discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability.
3. Specific mitigating circumstances beyond the student's control not properly taken into account in a decision affecting the student's academic progress. The Chair must receive a written complaint within 30 days from the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. AHMA should complete its investigation and notify the student of the outcome of the complaint within 60 days of the date it was received.

If the complaint is about an action taken by the Chair, the complainant may elect to take the complaint directly to the Graduate Advisor. In such a case, the time limits set out in the preceding paragraph still apply.

The time frame for filing a written complaint may be extended by AHMA if the student has been involved in continuing efforts toward informal resolution, and the informal resolution process was initiated within 30 days of the time the student knew or could reasonably be expected to have known of the action that is the subject of the complaint. All time frames referred to in this procedure refer to calendar days. Summer and inter-semester recesses are not included within these time frames.

Upon receipt of a written complaint, the Chair will assign an individual [or appropriate ad hoc committee] to investigate the complaint and make a recommendation to the Chair regarding the outcome of the complaint. The investigation will include an interview with the complainant, a review of any relevant written materials, and an effort to obtain information from available witnesses (i.e., interviews or written statements or documents). The Chair will notify the student in writing of the outcome of the complaint. A written complaint under this procedure satisfies the requirement of a unit level resolution process pursuant to the Graduate Appeal Procedure.

#### **D. Appeal to Graduate Division**

If the student is not satisfied with the outcome of the complaint under the department's procedure, he or she may bring the complaint to the Formal Appeal Procedure of the Graduate Appeal Procedure. The formal appeal must be received in the Office of the Dean of the Graduate Division, 424 Sproul Hall, within 15 days of the date of the written notification of the result of the unit level procedure. The Graduate Appeal Procedure and Form are downloadable at:

<http://www.grad.berkeley.edu/policies/guides/e1-9-graduate-student-appeal-procedure>. If you have any questions, contact Graduate Division Assistant Dean Diane Hill (643-7412).

### **E. Complaints Involving Discrimination**

If the complaint involves allegations of discrimination or harassment on the basis of sex, race, national origin, color, age, religion, sexual orientation, or disability, the department should consult the appropriate campus compliance officers prior to commencing informal or formal resolution. For more information contact the Equity Standards and Compliance Office; 510/642-2795; <http://ophd.berkeley.edu>.

### ***Appendix 9: Qualifying Paper Guidelines***

The Qualifying Paper should demonstrate scholarly competence in the investigation of a limited and well-defined historical and/or archaeological problem, and in the mastery of the academic protocols of a particular historical or archaeological field. It is normally a revised version of a seminar paper or a paper evolving out of independent research. If it is a revision of a seminar paper, it should incorporate further research and reflection undertaken with the guidance of the student's Advisory Committee and, in particular, it should respond positively to the written comments of these Advisers. The Qualifying Paper should be around fifty pages in length, including footnotes and bibliography but excluding illustrations, if any. Footnotes, bibliography, and illustrations should meet the standards of the appropriate journal in the field of study, such as the *American Journal of Ancient History*, the *American Journal of Archaeology*, the *Bulletin of the American Schools of Oriental Research*, and so on. These standards are published on the journals' websites and, should be strictly adhered to.

The Qualifying Paper is read and approved by the student's Advisory Committee before submission to the full AHMA faculty. Usually, the first and second Advisers are actively involved in its preparation; they undertake to read and comment in writing on working drafts in a timely fashion, and both should approve the paper before it is submitted to the third Adviser. The chair of the Advisory Committee then prepares an evaluation of the paper to be presented to the AHMA faculty for discussion and vote.

To assure a smooth process and successful outcome, students should plan on confirming the Qualifying Paper's topic and general thrust with their Advisory Committee in writing at least three months before the deadline for submission (agreement secured by email is acceptable but students are strongly advised to consult directly with their Advisers and to establish a mutually agreed-upon schedule for submission of drafts). After receiving comments on the first draft from the first two Advisers, students should present both of them with a revised, polished draft no later than three weeks before the petition deadline. The first two Advisers should not be asked to read more than two drafts of the paper, namely, the working and penultimate drafts. With their agreement, the penultimate draft can be finalized and submitted to the third Adviser and then to the AHMA faculty.

Each student is responsible for addressing any comments or changes requested by the first two Advisers well before submitting the Qualifying Paper and the Petition to Proceed to the AHMA faculty. If these Advisers disagree over how a paper should be revised, the student may request a joint meeting with them to provide consistent guidance. In the event that one Adviser cannot support the finalized version of the paper submitted to the faculty for the purposes of advancing the student to candidacy, s/he will notify the student and the other Advisers in advance of the faculty meeting. At this point the student may choose to withdraw the paper to work on it further; if not, the dissenting Adviser may submit a minority report along with the Committee Chair's evaluation explaining his or her problem(s) with the paper.

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