

The Graduate Group

in

Ancient History and Mediterranean Archaeology

Student Handbook

Program Regulations

March 2021

These regulations *may* be followed by students who entered the program in Fall 2020 or Fall 2021. They *must* be followed by students who enter the program in Fall 2022 or later.

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I. THE AHMA PROGRAM

I.1 Overview

The Graduate Group in [Ancient History and Mediterranean Archaeology](#) (AHMA or “The Group”) offers a two-stage integrated master’s and doctoral program (MA/PhD) in areas that combine work in history, archaeology, and related disciplines of ancient Mediterranean studies. Its faculty is currently composed of 24 members affiliated with the Departments of [Anthropology](#), [Ancient Greek and Roman Studies](#) (formerly Classics), [History](#), [History of Art](#), and [Middle Eastern Languages and Cultures](#) (formerly Near Eastern Studies), as well as Berkeley’s [School of Law](#) and the [Graduate Theological Union](#).

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. AHMA’s graduates go on to teach, research, and publish to international standards across these areas. Most of them have successfully secured positions in Departments of Anthropology, Art History, Classics, History, and Near Eastern or Middle Eastern Studies at colleges and universities in the U.S. and abroad.

All requirements for the PhD degree (from entrance with either a BA or an MA to completion of the dissertation) should be concluded within a period of seven years. For a summary presentation of these requirements, see [section II.1](#).

AHMA’s administrative offices are on the seventh floor of Dwinelle Hall. Our staff are shared with Ancient Greek and Roman Studies, East Asian Languages and Cultures (EALC), the Group in Buddhist Studies (GBS), and South and Southeast Asian Studies (SSEAS). The AHMA program is an independent unit within the cluster with its own academic procedures and guidelines. Students should consult the AHMA [Student Services Advisor](#) if they are unsure about particular staff responsibilities.

Dwinelle Hall facilities available to AHMA students include a graduate student lounge with computing and printing facilities, a café, the Nemea Center for Classical Archaeology, the Sara B. Aleshire Center for Greek Epigraphy, and Graduate Students Instructor (GSI) offices. The administrative offices include a mailroom and copier/scanner machines.

I.2 Advising

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

The AHMA Graduate Student Services Advisor (GSAO) is a staff member who counsels students on campus and departmental policies, regulations, and procedures. The GSAO helps to monitor students' degree progress, processes funding, and serves as a liaison for campus bureaucratic procedures and issues. The GSAO maintains the master AHMA graduate student records and program files, student funding information, and schedules student examinations and reviews. The GSAO is also available for students to talk through issues and to answer questions pertaining to the program and life at Berkeley.

The AHMA Graduate Advisor (GA) is responsible for general academic and programmatic counseling; offers guidance on programs of study and advisory committees; monitors the student's overall academic progress; and helps maintain student records, especially those relating to the GA's interactions with the student and their progress. The GA meets with each student at least once a semester to review and approve the student's proposed course of study for the next semester (course schedule form is circulated and signed electronically by the Advisory Committee and GA) and to discuss the student's general progress through the program. The GA also attends each student's mandatory third-semester review. Only the GA is authorized to sign most of the forms and petitions submitted by or for AHMA students to the Graduate Division.

The Advisory Committee, consisting of three faculty members selected by each student in consultation with the GA, directly supervises the content and progress of their individual program of study at each stage of the AHMA curriculum. The student should select their Primary Advisor (PA) for Stage I as early as possible in the first semester in the AHMA program. This person becomes the chair of the student's Advisory Committee; the other two members should be identified by the beginning of the third semester in the program. With the advice and consent of the GA, the Advisory Committee may be reconstituted as necessary or desirable as the student progresses through the program. Its chair (the PA) takes primary responsibility for directing the student's work. The Advisory Committee meets with the student to conduct a mandatory third-semester review of each student's progress; to help determine the student's first, second, and special fields; and to recommend a suitable program of study leading to the PhD degree. It is essential that students maintain regular and consistent contact with their faculty Advisory Committee, who must approve course plans prior to meeting with the GA.

Third Semester Review

All students will participate in a review session held sometime in the first month of the student's third semester in the program (usually September), together with their Advisory

Committee and the Graduate Advisor. The purpose of this meeting is to consider the student's performance in courses and progress in fulfilling the program requirements, as well as to discuss the student's three fields for Stage II based on their research interests. The review is an opportunity for students to get advice on their trajectory and timeline in the program as well as how to remedy any deficiencies in their preparation. Post-MA students, who have been admitted directly to the PhD program, will also discuss their draft Petition to Proceed with their Advisory Committee and the Graduate Advisor. It is also an opportunity for the student to provide feedback on their experiences in the program. After the meeting, the primary advisor, who normally serves as Chair of the Advisory Committee, will write a brief report on it for inclusion in the student's file.

II. REQUIREMENTS

II.1 Requirements at a Glance

Fields

Students declare three fields: a First field, a Second field, and a Special field. The First and Second fields are chosen from the following four options: North Africa; Greek world; West and/or Central Asia; and Roman world. All four First/Second fields embrace both history and archaeology/material culture. A third, Special field, is tailored to the student's specific interests.

Coursework

Pre-MA students are required to take at least 12 courses (see below for distribution requirements). They are also required to write no fewer than 8 seminar papers in those 12 courses.

Post-MA students are required to take at least 8 courses (see below for distribution requirements). They are also required to write no fewer than 5 seminar papers in these 8 courses.

Languages

Students satisfy program requirements in four languages, two ancient and two modern. One ancient language is designated as primary, the other as secondary.

Fieldwork

Students are required to participate in either (a) at least one season of excavation or survey, or (b) one summer program in archaeology, material culture, or a relevant technical discipline, or (c) a summer internship, usually in a museum.

Petition to Proceed

Every student must submit a Petition to Proceed to Stage II of the program. This occurs for pre-MA students no later than the beginning of the fifth semester, and for post-MA students no later than the beginning of the third semester.

Exams

In order to advance to PhD candidacy, students must pass a written exam covering the First field and an oral Qualifying Examination (QE) covering all three fields.

Dissertation

After passing their QE, students must compose a prospectus of the intended dissertation, present it at a colloquium for approval, and then, under the supervision of a Dissertation Committee, complete a dissertation that makes an original contribution to the subject.

II.2 Fields

All AHMA students declare three fields: a First field, a Second field, and a Special Field.

The First and Second fields are chosen from the following four options:

1. North Africa (Egypt, Cyrenaica, Punic settlements)
2. Greek world
3. West and/or Central Asia (Near and Middle East)
4. Roman world

All four fields embrace history, archaeology, material and visual culture. Any pairing of two of these four fields, as First and Second fields, respectively, is permitted.

The First field is the main research field and the coverage is meant to be broad and comprehensive. For the First field students choose one of the following options:

1. North Africa:
 - a. Egyptian Old Kingdom through New Kingdom
 - b. Egyptian Middle Kingdom through Late Period
 - c. Egyptian Third Intermediate Period until the Arab Conquest
 - d. Kush and Aksum, c. 1000 BCE to c. 800 CE
2. Greek world:
 - a. Bronze Age through Classical period
 - b. Eighth century through Hellenistic period
3. West and Central Asia:
 - a. Anatolia c. 3000 to 300 BCE
 - b. Levant c. 3000 to 300 BCE
 - c. Mesopotamia c. 3000 to 300 BCE
 - d. Iran c. 800 BCE to 630 CE

4. Roman world:
 - a. Iron Age through Early Empire (first century CE)
 - b. Early Republic through High Empire (second century CE)
 - c. Middle Republic through Constantine
 - d. Late Republic through Late Antiquity

The Second field is meant to complement the First, and the coverage is correspondingly narrower and less comprehensive (to be determined in consultation with the student's advisory committee).

In consultation with their advisory committee, students also declare a third, Special field, tailored to their own interests. The purpose of the Special field is to develop a more detailed working knowledge of a subject than is possible in either the First or Second fields, ideally to support a possible dissertation project. As such, it will normally be a more focused subject (e.g., a period, development, methodology, or body of evidence) within the First field.

II.3 Coursework

Pre-MA students

Students are required to take at least twelve courses, all taken for full credit (normally 4 units) and a letter grade. Of these twelve courses, at least eight must be graduate seminars. The other four can be a mix of graduate seminars, augmented upper-division courses, and up to two independent studies. For students whose First or Second fields are in West Asia or North Africa, up to six of the required courses can be augmented upper-division courses or up to two independent studies.

Minimum distribution requirements for pre-MA students are as follows:

Field	Minimum Number of Courses	Notes
First	5	3 must be graduate seminars
Second	3	2 must be graduate seminars
Special	2	1 must be a graduate seminar
AHMA 210	1	Ideally taken in first or second year
Methods	1	Can be taken in any of our participating departments. Ideally taken in first or second year.

Students are required to write no fewer than eight seminar papers in these twelve courses. The Methods requirement is normally fulfilled by taking either Anthro 229, Classics 200, or Hist 283. Other courses may qualify; students should consult with the Head Graduate Advisor.

Post-MA students

Post-MA students are required to take at least eight courses, all taken for full credit (normally 4 units) and a letter grade. Of these eight courses, at least five must be graduate seminars. The other three can be a mix of graduate seminars, augmented upper-division courses, and up to two independent studies. For post-MA students whose First or Second fields are in West Asia or North Africa, up to four of the required courses can be augmented upper-division courses or up to two independent studies.

Minimum distribution requirements for post-MA students are as follows:

Field	Minimum Number of Courses	Notes
First	3	2 must be graduate seminars
Second	2	1 must be a graduate seminar
Special	1	Must be a graduate seminar
AHMA 210	1	Ideally taken in first year
Other regional field	1	<i>E.g.</i> West Asia if the First field is Greek world and the Second is Roman world
Methods	(1)	Required only if a student has not completed a methods seminar in their MA course; ideally taken in first year

Post-MA students are required to write no fewer than 5 seminar papers in these 8 courses.

Ideally, pre-MA students should take the AHMA seminar and methods courses during the first two years, while post-MA students should attempt to take them during their first year. If course offerings do not align with this stated goal, students should take them as soon as possible.

Units for Independent Coursework

AHMA 299 Special Study (1-4 Units)

AHMA 298 (Dissertation Writing 2-12 Units)

AHMA 601 MA Thesis or Stage I Language Study (1-12 Units, S/U only)

AHMA 602 PhD Exam or Stage II Language Study (1-12 Units, S/U only)

Faculty are expected to submit to the GSAO narrative course evaluations for all AHMA students enrolled in their graduate seminars. If a student must take an Incomplete (I) in a seminar, they are required to develop a timeline for the resolution of the Incomplete with the professor concerned, agreeing upon a firm deadline for resolution; this agreement is to be shared with the Graduate Advisor and the GSAO at the time it is made (normally the end of a semester).

II.4 Languages

All AHMA students satisfy program requirements in four languages, two ancient and two modern. One ancient language is designated as primary, the other as secondary.

The **primary ancient language** requirement in **Greek or Latin** is satisfied by either (a) completion of the two-semester graduate survey of literature in that language (Classics 201A/201B for ancient Greek and Classics 202A/202B for Latin) with a grade of A- or better in both semesters, or (b) by examination. The examination for the primary ancient language, if a student selects that option, is based on a reading list of approximately 850 (OCT or Teubner) pages, developed in consultation with their advisory committee and approved by them. Passing the exam (four passages of about 175 words each, three hours, no dictionary) requires a virtually error-free translation.

The **secondary ancient language** requirement in **Greek or Latin** is satisfied either (a) by three courses at the upper-division or graduate level, with grades of A- or better, (b) by one semester of the survey, with a grade of A- or better, or (c) by examination. The examination for the secondary ancient language, if a student selects that option, is based on a reading list of approximately 400 (OCT or Teubner) pages, developed in consultation with their advisory committee and approved by them. Passing the exam (three passages of about 150 words each, three hours, no dictionary) requires a virtually error-free translation.

The primary ancient language requirement in **Egyptian** is satisfied by either (a) completion of four semesters of language coursework, with a grade of A- or better in both semesters, or (b) by an Unseen examination based on standard texts for that language. The secondary ancient language requirement is satisfied by either (a) two semesters of language coursework, with a grade of A- or better, or (b) by examination. The examination is based on the standard texts for each language, and passing the exam (four passages, three hours, no dictionary) requires a virtually error-free translation.

For **Iranian** languages, students may either take (a) four semesters of Middle Persian or (b) two semesters of Middle Persian, one semester of Old Persian, and one semester of Avestan for their primary ancient language requirement. To fulfill a secondary language requirement in Iranian languages, the student must complete two semesters of coursework in Middle Persian. If a student opts to fulfill the requirement for either a primary or a secondary ancient language by exam rather than coursework, the exam would allow the student to use a dictionary, approved in advance by the examiner.

For **Akkadian cuneiform**, six semesters of coursework are required for the primary language requirement, and four for the secondary. In addition to the coursework, and not as an alternative, students will demonstrate primary or secondary Akkadian language proficiency by writing an exam based on texts (seen and unseen) with the use of aids such as *A Concise Dictionary of Akkadian* and a standard sign list.

For **Biblical Hebrew** and **related Northwest Semitic Languages** (e.g., Aramaic, Phoenician, Punic, Ugaritic), six semesters of coursework are required for the primary language requirement, and four for the secondary. If a student opts to fulfill the requirement for either a primary or a secondary ancient language by exam rather than coursework, the exam would allow students to use a dictionary, approved in advance by the examiner.

Students should note that it is permissible to prepare one Classical and one Middle Eastern language as their two ancient languages. Their selection should correspond to and enhance their chosen fields and planned area of research expertise, and in making that selection they should consult with their advisory committee and with the Head Graduate Advisor.

Exams in ancient languages will be set and graded by an [Ancient Language Exam Committee](#) established by the Chair. Committees will be formed based on faculty expertise for all languages in which AHMA students are taking an exam in a given year.

In a **modern language** (typically German and French, but Italian, modern Greek, Turkish, Arabic, modern Hebrew, or Persian may all qualify if they are deemed especially relevant to the future research of the candidate in their proposed fields of study) by passing an examination set by AHMA's Modern Language Exam Committee in that language. If an applicant to AHMA appears to have achieved an adequate level of proficiency in a relevant foreign language, AHMA can petition the Graduate Division at the time the student is admitted to graduate standing at Berkeley to recognize that the student has fulfilled the language requirement, in accordance with [the Foreign Language Requirement of the Graduate Division](#).

Students will have 90 minutes to translate one passage from a relevant scholarly work. They will have the option of translating *ca.* 300 words without use of a dictionary, or *ca.* 500 words with the use of a dictionary, from the same assigned passage.

Modern language exams are scheduled together during the week before classes start each semester, and a third time at the end of Spring semester, by AHMA's [Modern Language Exam Committee](#).

Failure to satisfy the ancient and modern language requirements—including failure of a primary, secondary, or modern language exam three times—constitutes grounds for dismissal from the program.

II.5 Fieldwork

Students are required to complete at least one season, normally during the summer, of fieldwork, collections research, or technical training.

The fieldwork requirement can be satisfied by participation in an archaeological excavation, survey, or field school. Museum collections research on excavated material also fulfills this requirement. It must be completed before the QE and advancement to candidacy.

It can also be satisfied by participation in an on-site summer course sponsored by an accredited research institution, such as the American School of Classical Studies in Athens or the American Academy in Rome, or by a summer program in one of the relevant technical disciplines, such as the American Numismatic Society Summer Seminar or the American Society of Papyrologists Summer Institute.

II.6. Petition to Proceed

The program is divided into two stages to ensure that students progress through their requirements in a logical, productive order and in a timely manner. Students must submit a petition to proceed into Stage II by September 1st of their fifth semester (Stage I) or October 15 of their third semester (for post-MA students).

The petition should take the form of a letter addressed to the Committee on Petitions to Proceed (COPP), giving the following information:

1. The proposed first, second, and special fields, and the members of the faculty Advisory Committee, who must indicate their approval of the petition.
2. A summary of the courses taken to date with the subjects of seminar papers completed. Pre-MA students should submit three seminar papers or two seminar papers plus an MA thesis, if they choose to write one. Post-MA students should submit with the petition two seminar papers and their MA thesis. These seminar papers should be polished and have been revised in accordance with faculty feedback. They are not expected to be ready for publication, nor should they be rough drafts. Rather they should represent the student's best work to date. The

student should describe in their letter the process by which they received and incorporated feedback to revise the papers they are submitting with the petition.

3. The language requirements already satisfied and a timetable for completing those language requirements not yet fulfilled (see [Section II.4](#) above).
4. A provisional plan and timetable for completing the requirements of Stage II, including exams (see [Section II.7](#) above), along with the principal faculty members under whose supervision the student intends to work. (The student should discuss all plans with the faculty members in question *before* submitting the petition.)

No Incomplete grades can be outstanding when the petition is submitted.

The Committee on Petitions to Proceed (COPP) will review the letter and papers with care and use them as the basis for a decision about the student's readiness to proceed to Stage II. Students will be informed in writing (normally by email) of the COPP's decision.

If the petition is not approved by COPP, the student will be given one semester to remedy deficiencies and resubmit the petition. If it is denied a second time by the faculty committee, the student will be separated from the program.

II.7 Exams

In order to advance to PhD candidacy, students must pass a written examination covering the First field and an oral Qualifying Examination (QE) covering all three fields. Both exams must be taken no later than the eighth semester for pre-MA students, and the sixth semester for post-MA students. They should be completed in the first half of the semester to allow time for the dissertation prospectus and colloquium to be completed by the end of the semester. If a student fails to pass the First Field and QE within this timeframe, they will be placed on academic probation. If they fail to take and pass both exams within the next semester (ninth for pre-MA students, seventh for post-MA students) they will be dismissed from the program.

Students are responsible for assembling a committee of four faculty to serve as their QE Committee. Three of these faculty must be members of AHMA; the fourth, the Academic Senate representative, may, but need not, be from outside the Group. Graduate Division requires that all QE Committee members 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 they offer expertise not otherwise available among the Senate faculty. *The chair of the Qualifying Examination Committee cannot also serve as chair of the student's Dissertation Committee.* The Committee must be formally constituted by the student and approved by the Graduate Division 3 weeks prior to the QE; the student should consult with the GSAO for assistance in this process.

The written examination covers the First field only. It is a comprehensive exam based on a reading list composed in consultation with at least two relevant members of the QE Committee. Those Committee members then set and evaluate the exam. Written examinations normally require the student to choose no more than three essays from a wide range of questions in three hours.

The oral Qualifying Examination (QE) covers the First, Second, and Special fields. It is based on reading lists composed in consultation with the QE Committee. Upon confirming their exam plans with their advisory committee, students should contact the GSAO to schedule their exam and submit exam requests to Grad Div. The exam is conducted by the QE Committee. The QE is scheduled for three hours and should be taken no sooner than ten days after the written exam. Its intent is to ascertain the breadth and depth of a student's knowledge of their fields. Students are expected to demonstrate advanced knowledge and understanding of the facts, principles, and methodologies that apply in their fields of study (and prospective dissertation research) and to show a capacity for critical thinking and analysis.

Students who fail (i) the written examination or (ii) any portion of the QE may repeat it only once, usually after a minimum interval of six months. In special circumstances, the student's 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 or the second attempt at all or part of the QE is subject to dismissal from the program.

II.8 Dissertation

After advancing to candidacy, each student must compose 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 5,000 words in length, excluding the bibliography. At a colloquium held by the end of the eighth semester (sixth semester for post-MA entrants), the proposed dissertation committee and the student review this prospectus and discuss any changes that need to be made. The chair of the dissertation committee should verify, by email to the HGA and GSAO, that the colloquium occurred and the student has been given approval to proceed.

After advancement to candidacy, and with the advice and consent of the Head Graduate Advisor, the student selects a Dissertation Committee composed of three faculty members, of which at least two (including the Chair) must be AHMA faculty members, to guide the research and writing of the dissertation project required for the PhD. Research, writing, and revising the dissertation are expected to occupy no more than three years.

III. STAGES AND TIMELINES

The program is divided into two stages to ensure that students progress through their requirements in the correct order and in a timely manner. Students must submit a petition to proceed from Stage I to Stage II ([see above II.6](#)). The petition is evaluated by a faculty committee; if it is not approved, the student will be given one semester to remedy deficiencies and resubmit the petition. If it is denied a second time by the faculty committee, the student will be separated from the program.

III.1 Stage I

Pre-MA students (for post-MA entrants [see below](#))

The following is a timeline showing a student's hypothetical progress through the MA and PhD Programs. It assumes that each semester the student will enroll in three 4-unit courses in order to reach the 12 units required for full-time status. This is meant to offer a general idea of what a program of study might look like. Any student's actual program of study may depart from this scheme due to variation in course offerings in any given semester.

Year 1

Financial support: fellowship

Semester 1

Select first member of your Advisory Committee (PA - Primary Advisor)

- Course 1: Seminar (4 units)
- Course 2: Seminar/UD (4 units)
- Course 3: Elective or Language survey/course (4 units)

Semester 2

First modern research language exam

- Course 1: Seminar (4 units)
- Course 2: Seminar/UD (4 units)
- Course 3: Elective or Language Survey/course (4 units)

Year 2

Financial support: fellowship

Semester 3

Select two additional members of your Advisory Committee

Third-semester review

- Course 1: Seminar (4 units)
- Course 2: Seminar/UD (4 units)
- Course 3: Elective or Language survey/course (4 units)

Semester 4

- Course 1: AHMA 210 (4 units)
- Course 2: Methodology course (4 units)
- Course 3: Elective or Language survey/course (4 units)

First ancient language exam (if not satisfied by coursework)

Submission of MA thesis (optional)

Year 3

Financial support: 1 semester fellowship and 1 semester GSI position

Semester 5

Petition to Proceed to Stage II (due Sept. 1)

- Course 1: Seminar (4 units)
- Course 2: Seminar/UD (4 units)
- Course 3: Teaching practicum (Classics 302) (1 unit)
- Course 4: GSI for undergraduate course (4 units)

III.2 Stage 2

Semester 6

Second modern research language exam

- Course 1: Seminar (4 units)
- Course 2: Seminar/UD (4 units)
- Course 3: Language survey/course (4 units)

Year 4

Financial support: 1 semester fellowship and 1 semester GSI position

Semester 7

- Course 1: AHMA 602 (8 units)
- Course 2: GSI for undergraduate course (4 units)

Second ancient language exam (if not satisfied by coursework)

Semester 8

- Course 1: AHMA 602 (12 units)

First Field Written Exam

Oral Qualifying Exam

Advance to candidacy

Dissertation Prospectus Colloquium

Year 5

Financial support: external fellowship or DCF

Residence in Mediterranean encouraged (e.g., Athens or Rome)

Semester 9

- AHMA 298 Dissertation research and writing

Semester 10

- AHMA 298 Dissertation research and writing

Year 6

Financial support: external fellowship or DCF

Residence in Mediterranean (e.g., Athens or Rome) or Berkeley

Semester 11

- AHMA 298 Dissertation research and writing

Semester 12

- AHMA 298 Dissertation research and writing

Submission of completed dissertation

Receipt of PhD

Post-MA entrants

Year 1

Financial support: fellowship

Semester 1

Select first member of your Advisory Committee (PA - Primary Advisor)

- Course 1: Seminar (4 units)
- Course 2: Seminar/UD (4 units)
- Course 3: Language survey/course (4 units)

Semester 2

- Course 1: AHMA 210 (4 units)
- Course 2: Methodology course (4 units)
- Course 3: Language Survey/course (4 units)

First modern research language exam

First ancient language exam (if not satisfied by coursework)

Year 2

Financial support: fellowship

Semester 3

Select two additional members of your Advisory Committee

Third-semester review

Petition to Proceed to Stage II (due Oct 15)

- Course 1: Seminar (4 units)
- Course 2: Seminar/UD (4 units)
- Course 3: Elective or Language survey/course (4 units)

Semester 4

- Course 1: Seminar (4 units)
- Course 2: Seminar/UD (4 units)
- Course 3: Elective or Language survey/course (4 units)

Second modern research language exam

Year 3

Financial support: 1 sem fellowship and 1 sem GSI

Semester 5

- Course 1: AHMA 602 (8 units)
- Course 2: GSI for undergraduate course (4 units)
- Course 3: Teaching practicum (Classics 302) (1 unit)

Second ancient language exam (if not satisfied by coursework)

Semester 6

- Course 1: AHMA 602 (12 units)

First Field Written Exam

Oral Qualifying Exam

Advance to candidacy

Dissertation Prospectus Colloquium

Year 4

Financial support: external fellowship

Residence in Mediterranean (e.g., Athens, Rome, Cairo, Jerusalem)

Semester 7

- AHMA 298 Dissertation research and writing

Semester 8

- AHMA 298 Dissertation research and writing

Year 5

Financial support: DCF or external fellowship

Residence in Mediterranean (e.g., Athens or Rome)

Semester 9

- AHMA 298 Dissertation research and writing

Semester 10

- AHMA 298 Dissertation research and writing

Submission of completed dissertation
Receipt of PhD

III.3 Normative Time

AHMA students are subject to the University's [Normative Time policy](#) defined as “the elapsed time (calculated to the nearest semester) that students would need to complete all requirements for the doctorate.” Students are required to: (a) be registered each semester; and (b) satisfy all requirements for the PhD, from entrance with either a BA or an MA to completion of the dissertation, within a period of seven years. An additional two semesters *in absentia* (i.e., semesters in which a student is not registered) may be added only to engage in research on primary sources that are not available on campus; AHMA students therefore normally dedicate these two semesters to fieldwork ([see section II.5](#)).

Students admitted to AHMA without having previously earned an MA degree (“Pre-MA students”) are considered to be making satisfactory progress in the AHMA program if they complete Stage I (receiving the MA degree, if desired) by the end of the fifth semester and complete Stage II (all PhD requirements except the dissertation) by the end of the eighth semester. Students admitted to AHMA with an MA degree (“Post-MA students”) are considered to be making satisfactory progress in the AHMA program if they successfully petition to proceed by the end of their third semester and complete all other requirements for the PhD Except the dissertation by the end of the eighth semester. This allows for two years (plus, if absolutely necessary, two semesters when a student is *in absentia* from the university), 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 at any stage of the program may be subject to academic probation and, eventually, dismissal, in accordance with the [Guide to Graduate Policy](#).

Students who withdraw from the University [must apply for readmission in order to register](#). They must also recertify their status as a [California resident](#) when applying for readmission. Students who register *in absentia* are considered continuously registered and are not required to apply for readmission. In order to be eligible for the [Dissertation Completion Fellowship \(DCF\)](#), doctoral students are allowed a maximum of two semesters of withdrawal (documented by petition) for medical and parental leave only prior to advancement to candidacy. *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 in order to be eligible for the DCF.

[Candidacy for the PhD lapses](#) if a dissertation has not been filed within two years after the student's normative time in candidacy has been exceeded. For AHMA students, this will occur at the end of the ninth year in the program. The Head Graduate Advisor may request an extension of a student's candidacy if the student is otherwise making adequate progress and if the delay can be attributed to factors largely beyond the student's control. AHMA only allows an extension of a single semester. If there is evidence that the student has renewed progress toward completing degree requirements, and previously completed requirements (coursework and QE) are still valid, the program can request reinstatement of candidacy for that student.

IV. APPENDICES

IV.1 Standing Committees

The following are the standing committees of AHMA. They are reconstituted each year, with the exception of the EC, on which members serve two-year terms.

Executive Committee (EC)

AHMA Chair, AHMA Graduate Advisor, and two additional faculty members. EC members serve two-year (four-semester) terms.

Ancient Language Exam Committee (ALEC)

The number of faculty members appointed to this committee by the Chair will depend on the number of different ancient language exams that AHMA students elect to take (as an alternative to completing the language requirements by coursework) in a given year. Each exam must be read by three faculty members, of which the majority verdict on the success of an exam will be binding. Where fewer than three faculty have expertise in the relevant language, the Chair will appoint as many faculty as have expertise in that language to the Committee. The ALEC will have, then, a minimum of three faculty members in any given year.

Modern Language Exam Committee (MLEC)

Three faculty members appointed by the Chair. Each is appointed to serve as the primary examiner for one modern language (French, German, and Italian). That person both sets and reads all exams taken by AHMA students in that language for the year. If they deem an exam a clear pass, no further review is necessary; if, however, they deem it borderline or a failure, the other two members of the MLEC are asked to review the exam. The majority opinion determines the outcome of the exam. If a student wishes to be examined in another modern language (e.g., Spanish, modern Greek, Turkish, or Arabic) they should contact the Chair to inquire about what arrangements can be made.

Committee on Petitions to Proceed (COPP)

AHMA Chair, AHMA Graduate Advisor, and two additional faculty members. This committee carefully reviews, discusses, and votes to approve or deny all petitions to proceed submitted by AHMA students in a given year.

Gruen Prize Committee (GPC)

Three faculty members of AHMA, appointed by the Chair, to adjudicate submissions for the Joan B. Gruen Essay Prize, awarded every spring for the best essay composed by an AHMA student in the course of the previous calendar year).

IV.2 Registration and Residency

A. CalCentral

Each semester, students enroll in courses online through [CalCentral](#) after consulting with the Graduate Advisor.

CalCentral uses a two-phase enrollment system with an additional enrollment adjustment period. Students should ensure that they enroll in courses in a timely manner in order not to jeopardize their registration and payment of their stipend or other awards.

CalCentral is a complete Student Information System (SIS) that also provides information regarding your registration, grades, financial aid, billing, class schedule, and address. Be sure to keep your information in the system up to date.

B. California Residency

The University Residency Office classifies every entering student as a resident or non-resident of California for tuition purposes. California law requires that the University of California set different tuition rates for state residents and non-residents.

New students who move to California from out of state will be able to become California residents for tuition purposes; if you are funded by AHMA (or a University Fellowship) you will be required to do this in your first year of the program. In order to establish California residency, 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*. The University Registrar has [detailed information](#) on this process. Please read it carefully and follow its instructions.

International students cannot establish California residency, and they (or the Group, when it funds them) should expect to pay non-resident tuition every semester of graduate study until they have advanced to candidacy for the PhD.

IV.3 Fees, Bills, and Stipends

A. Fees and Bills

Student registration and other fees are billed by Student Billing Services. Bills are viewed and paid through your CalCentral account. Consult the [Student Billing Services](#) website for complete and up-to-date information.

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 billing 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. If you have questions, please consult the Graduate Division's [Financial Aid website](#).

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 awards 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 (as applicable).

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. Please note that there are two separate types of funds transfer: 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 Direct Deposit for paychecks as a GSI or GSR through the department that hires you.

IV.4 Financial Assistance

A. The General Financial Picture

Tuition and fees for graduate students enrolled in academic (i.e. non-professional) PhD degrees are set by the Regents of the University of California and [posted by the Office of the Registrar](#) each year. US citizens and permanent residents can normally establish California residency and thus be exempted from paying NRST after one year. After being

advanced to doctoral candidacy, non-resident students are eligible to have their NRST reduced by 100% for a total of three consecutive calendar years.

AHMA works to provide students with continuous financial support, covering not only the above tuition and fees rates, but also a stipend to support living expenses. These latter are achieved through a combination of university fellowships, departmental grants, GSI appointments, research assistantships, travel awards, and extramural grants. Individual students may also take out student loans if their individual circumstances necessitate additional income.

The AHMA program's commitment to continuous funding for its students is predicated on the assumption that they continue to make good progress toward their degree(s). Entering students are awarded a five-year funding package that includes a stipend for their first two years, an additional two years funded by an equal mix of stipends and GSI appointments (2 semesters of each), and one year of the university's Dissertation Completion Fellowship (DCF). Beyond that, continuing students are eligible for a variety of internal and extramural fellowships, and are strongly encouraged to apply for all such opportunities. Information on many of these fellowships can be found on the [Graduate Division website](#).

Students who are not awarded University fellowships or extramural support will be required to serve as a GSI for one semester of each year (after completion of the first year) in order to be eligible for fellowship support from AHMA 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. Sixth and seventh year funding, if not coming from external fellowships, will usually consist of teaching appointments only, usually but not only in one of AHMA's participating departments.

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. Graduate Division Continuing Student Fellowships

AHMA students who are advanced to candidacy by the end of their tenth semester will be eligible for a [Dissertation Completion Fellowship \(DCF\)](#), which provides a two-semester stipend, and NRST exemption for international students. 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 the semesters in which you will take the DCF.

C. Graduate Student Instructorships

Because 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 Ancient Greek and Roman Studies, History, Middle Eastern Languages and Cultures, History of Art, and Anthropology, depending upon their particular qualifications, and for the Western Civilization classes under Undergraduate and Interdisciplinary Studies (UGIS), including Classics R44 and ISF 10. 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. The [Graduate Division has its own requirements](#) governing students who are beginning their first GSI appointment. Graduate students are expected to read these requirements carefully and adhere to them fully. AHMA students may complete the required 375 course (introduction to pedagogy) in Classics, History, History of Art, or Near Eastern Studies, and must do so in the fall semester of the year when they first serve as a GSI.

D. 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.

Students may also apply to the Graduate Division for [conference travel grants](#) and [grants for graduate students who are parents](#).

E. Federal Financial Aid

Graduate students may apply for need-based loans, emergency loans and work-study through the Student Services [Financial Aid Office](#). Graduate students seeking loans are subject to Federal standards for assessment of Satisfactory Academic Progress.

IV.5 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. 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.

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 an excellent resource for students, and is housed at the Tang Center, 2222 Bancroft Way, 642-2000. Students with dependents have the option of enrolling them in coverage under SHIP; fees apply and students are responsible for paying them directly.

UHS provides comprehensive medical, mental health, and health promotion services to all Cal students. Its [Counseling and Psychological Services](#) (CPS), (510) 642-9494, 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.

Students going abroad for fieldwork may want to contact UHS's [International Travel Care Clinic](#). The Travel Clinic provides 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

Students traveling more than 100 miles from campus in order to participate in activities sponsored and supervised by the University, are covered 24 hours a day, worldwide, for a wide variety of illnesses, 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 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. Consult the [Office of Risk Services](#) for details.

IV.6 Research Resources

A. Campus Libraries

The UC Berkeley Library comprises 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](#) 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:

1. 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. The collection contains most of the basic source material, texts, and periodicals for Greek and Roman history, archaeology, art, epigraphy, literature, and philosophy as well as access to important digital resources. The collection is non-circulating, although faculty and graduate students may check out some materials for a 2-hour loan period.
2. The [Anthropology Library](#) (230 Kroeber)
3. 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](#).
4. The [Graduate Theological Union Library](#) (GTU) - extensive collection focused 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](#) 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 Chair of the Graduate Group in Ancient History and

Mediterranean Archaeology. The current Chair of the Advisory Committee is [Professor Nikolaos Papazarkadas](#).

The Center is housed in 310 Dwinelle Hall and includes a substantial research library in Greek epigraphy, an extensive collection of offprints 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) 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. The current Director of the CTP is [Professor Todd Hickey](#).

D. The Nemea Center for Classical Archaeology

The [Nemea Center for Classical Archaeology](#) 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 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, the Thomas J. Long Study Room in the Nemea Archaeological Museum, and the Nemean land to which Berkeley holds scientific rights. Under its director, [Professor 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.

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 Professor Shelton, preferably in the fall before the summer research season to ensure adequate time for permits and funding.

E. The Archaeological Research Facility (ARF)

The mission of the [Archaeological Research Facility](#) is to support archaeological field and laboratory research undertaken by UC Berkeley archaeologists and related specialists. 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.

F. Other Campus Resources

Among other resources available to students in the Group are the [Robbins Collection](#) of ancient and canon law in Boalt Law School; the [Phoebe Apperson Hearst Museum of Anthropology](#), 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](#); 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 [Academic Research Institute in Iraq](#)

The [Albright Institute of Archaeological Research](#) at Jerusalem

The [American Academy in Rome](#)

The [American Center for Oriental Research](#) in Amman (soon to be renamed the American Center for Research)

The [American Numismatic Society](#)

The [American Research Center in Egypt](#)

The [American Research Institute in Turkey](#)

The [American School of Classical Studies in Athens](#)

The [Cyprus American Archaeological Research Institute](#)

The [Archaeological Institute of America](#) (AIA), its [San Francisco chapter](#), and the NorCal chapter of the [American Research Center in Egypt](#) sponsor lecture series in the Bay Area, many in Berkeley.

IV.7 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's Exchange Program](#) website.

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.

Stanford-California Exchange Program - allows Berkeley students to take courses at Stanford 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 eight units if serving as a GSI.

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; students are usually expected to have completed one year in a Berkeley graduate degree program before applying.

[Graduate Theological Union](#) (GTU) - graduate students at Berkeley may take courses at the GTU while registered at Berkeley, subject to appropriate academic approvals.

IV.8 Appeals Procedure

Purpose and Scope

The purpose of this procedure is to afford graduate students in the Graduate Group in Ancient History and Mediterranean Archaeology 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 complainant alleges that the actions were influenced by non-academic criteria.

A. 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 thirty 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.

B. Formal Resolution Procedures

A written complaint must include information regarding the action being complained of and the date on which 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. A written complaint must be received by the Chair 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. The department 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 the department if the student has been involved in continuing efforts toward informal resolution, and the informal resolution process was initiated within thirty 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.

C. Appeal To The 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 [available here](#).

D. 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 [Division of Equity and Inclusion](#).