

UBC Department of Classical, Near Eastern & Religious Studies

GRADUATE PROGRAM HANDBOOK

2021/22



CLASSICAL, NEAR EASTERN AND RELIGIOUS STUDIES
at the University of British Columbia

cnrs.ubc.ca



A digital copy of this handbook with clickable links is available at:

cnrs.ubc.ca/for-graduates/graduate-handbook

Table of Contents

Purpose of this Handbook	3
Essential UBC Websites	3
Starting at UBC: Checklist	3
The CNERS Department	4
History and Philosophy	4
People	4
Spaces	6
Access and Security	7
Safety and Emergency Preparedness	7
The CNERS Community	8
Expectations	8
CNERS Graduate Student Charter	8
Events	8
Fieldwork and Research Projects	9
Conferences	10
CNERS Graduate Student Conference	10
Managing Your Program and Academic Success	11
Student Responsibility	11
Requirements and Typical Degree Completion Timelines	11
Master of Arts	11
Doctor of Philosophy	12
Course Selection and Registration	13
Coursework Requirements	14
Studying for PhD Comprehensive Exams	15
Choosing a Thesis Topic and Finding a Supervisor	15
Degree Progress: Enrolment, Absences, and Academic Standing	15
Continuous Enrolment	16
Vacation	16
Short-Term Absences	16
Leaves of Absence	16
Satisfactory Progress	16

Deferrals	16
Maximum Completion Time and Extensions.....	17
Annual Cycle: A Year in CNERS	17
Managing Finances	18
Tuition.....	18
International Fees.....	18
Continuing, on-leave, and extension fees	18
Fees.....	18
Awards.....	18
Award Logistics	18
Award Opportunities	19
Travel and Conference Funding.....	20
Travel Awards and Travel Funding	20
Financial Emergencies	20
Work	20
Requirements of Employment	20
Getting Paid	21
International Students Working in Canada	21
Teaching Assistants	21
Research Assistants	22
Resources	23
Academic	23
Personal	23
Life at UBC and in Vancouver	25
Food, Shops and Recreation.....	25
Housing and Transportation.....	26
Acronyms	27
Department specific acronyms.....	27
UBC Acronyms	27
Discipline-specific Acronyms	27
Forms	28

Purpose of this Handbook

At any time, the most authoritative information is that available in the UBC Calendar. The information posted there and on other websites takes precedence over the information in this handbook. **The Graduate Handbook is meant as an introduction and guide to your study at UBC and it should not be consulted for information on program requirements, policies, or procedures.** Please refer to the below websites or ask the Graduate Program Advisor if you need clarification on any of your requirements or any of the policies of the Department, Faculty, or University.

The official degree requirements required for graduation are always those in the [UBC Calendar](#) for the year in which you started your program, even if degree requirements change during the course of your studies.

If you see any errors or omissions in this handbook, or if you have any suggestions, please let the Graduate Program Advisor know. We want it to be as useful as possible for you and welcome your feedback.

Essential UBC Websites

This Handbook supplements the information available on UBC's websites, including:

- **Student Service Centre (SSC):** ssc.adm.ubc.ca
Your **personal account** for registering for courses, accepting awards, paying tuition and fees, viewing grades, and more.
- **Graduate and Postdoctoral Studies:** grad.ubc.ca
Contains all the important **policies, procedures, and forms** concerning graduate studies at UBC.
- **Student Services:** students.ubc.ca
Contains a wealth of **practical information** on how everything at UBC works, from health to recreation to academics.
- **CNERS Website:** cnrs.ubc.ca
The **departmental website** has the specific information on your program requirements, events, resources, and contact information.
- **CNERS AIR Site:** cner.air.arts.ubc.ca
The department's **internal resources site**. You will need to log in to this with a CWL and be added to a user group to access the forms and information stored here.
- **UBC Calendar:** calendar.ubc.ca
These are all the **official programs, courses, academic policies, and dates** approved by Senate each academic year.

Starting at UBC: Checklist

- ☑ Set up your Campus Wide Login (CWL). Visit: cwl.ubc.ca/SignUp/cwlsubscribe/SelfSubscribeIndex.do
- ☑ Apply for UBCcard online or at the UBC Bookstore. This is your library card and key fob. Visit: ubccard.ubc.ca/obtaining-a-ubccard/students
- ☑ Attend a Graduate Student Orientation event: orientation.grad.ubc.ca.
- ☑ In the first week of September, accept any awards and pay tuition and fees for Term 1 on the SSC.
- ☑ Load the UPass onto your Translink Compass Card. Once registered for the coming term, you are automatically eligible. Instructions: planning.ubc.ca/vancouver/transportation-planning/u-pass-compass-card

- ☑ Visit grad.ubc.ca/current-students and review the information there so you know where to find it when you need it.

The CNERS Department

History and Philosophy

CNERS was formed in 1995 by the amalgamation of the Departments of Classics and Religious Studies. Since then, we have expanded to include Near Eastern Studies. This combination of disciplines makes us unique and means that we are able to cover a broad range of ancient cultures throughout the Mediterranean and Middle East. This includes extensive coverage of the history, archaeology and languages of ancient Greece, Rome, Egypt and Mesopotamia, and the religious traditions of the Hebrew Bible, Judaism, and Christianity.

Many of our faculty take multidisciplinary and cross-cultural approaches to their areas of specialization, combining history, literary criticism, archaeology, and theory in their work. **We encourage our graduate students to take advantage of this unique learning environment and explore geographical, temporal, and methodological areas they might not have considered before.** There is a lot to be learned from exploring new topics and sharing ideas with those outside your field.

People

There are a number of people in the Department who will support you as you progress through your program.

Graduate Program Advisor

Sheri Pak is your first point of contact for all matters relating to your academic progress. She will advise on course selection, program requirements, deadlines, funding, and completing paperwork and is able to help with any special cases such as leaves, grade deferrals, and exemptions. She also handles your TA and RA appointments and contracts.

Email: cners.grad@ubc.ca

Phone: 604-822-2515

Office: Buchanan C224

Director of Graduate Studies (DGS)

The Director of Graduate Studies, Dr. **Sara Milstein**, oversees all academic aspects of the graduate programs. She can help you find a supervisor, resolve professional relationship issues, and provide advice on academic success. Together with the **Graduate Studies Committee**, the DGS is responsible for adjudicating admissions and making funding recommendations and offers. They oversee graduate course programming, program changes, coordination of comprehensive examinations, and ensure that all graduate students are receiving adequate support and supervision.

Email: cners.dgs@ubc.ca

Office: Buchanan C205



Some of the CNERS Faculty at the Nov 2017 graduation ceremonies.

Administrator

Deana Holmes (Dee) is the department's administrative manager. She handles all of the department's operational needs, including managing budgets and human resources. You can see her about travel expense reimbursements.

Email: cners.manager@ubc.ca

Phone: 604-822-2889

Office: Buchanan C227C

Administrative Assistant

Montse Oliver is the office receptionist and handles all general inquiries. She assists with the day-to-day and yearly operations of the department, such as course scheduling. You can ask her for help with building access, room bookings, printing, building maintenance requests, and general information, including finance help when Charlene is unavailable.

Email: cners.admin@ubc.ca

Phone: 604-827-1635

Office: Buchanan C227

Mentor

Your mentor is a faculty member assigned to you when you start the program. He or she helps you navigate life as a graduate student from day one and for as long as you both find it beneficial. He or she may provide advice on managing your work-life balance, finances, networking opportunities at conferences and events, study and writing habits, etc. Someone outside of your field is chosen intentionally to help both of you stay connected with the whole department.

Supervisor / Thesis Advisor

Your supervisor is the faculty member who will guide you through the thesis or dissertation writing process. He or she will discuss your research interests with you, suggest possible topics and resources, and point you towards opportunities such as awards, conferences, excavations, and job prospects. You can begin approaching faculty as early as you like to discuss the potential for supervision. The DGS can also help you form your supervisory committee. MA students will normally confirm a supervisor by the end of Year 1 in order to begin thesis research over the summer, and PhD students will normally do so by the end of Year 2 after they have completed comprehensive exams.

Readers / Committee

As your research progresses, you will also have at least two other supervisory **committee members** (PhD) or at least one other **reader** (MA), chosen in consultation with your supervisor, who will help guide your writing. These people are normally faculty in the department. UBC faculty from other departments or even outside the university are occasionally included in a committee if their area of expertise is particularly relevant, with appropriate arrangements and approvals.

Area Chairs

The department appoints three different faculty members as Chairs of Archaeology and Near Eastern Studies, Religious Studies, and Classical Studies. They are responsible for overseeing the administration of relevant programs and for revising reading lists and setting and marking the comprehensive exams for their area.

Department Head

Dr. **Leanne Bablitz** is the administrative and academic leader of the department.

Phone: cners.head@ubc.ca

Office: Buchanan C227B

Graduate Student Representatives

Students elect one MA and one PhD representative. Student representatives communicate the content of department meetings to their peers and may help with graduate student initiatives within the department.

TA Coordinator

Faculty member who acts as a point of contact for TAs and TA-related issues. They organize TA training and assign TAs to courses in consultation with the DGS and Graduate Programs Advisor. The TA Coordinator may also hire a student assistant. This year's TA Coordinator is **Tony Keddie** and the assistant is **Jelena Todorovic**.

Reading Room Coordinator

The Reading Room Coordinators oversees the operations of the reading room. They are involved with assigning desks, buying and cataloguing books, and ensuring RR rules and etiquette are observed. A student assistant may also help with the Reading Room. This year's Reading Room Coordinators are **Shelley Reid** and **Charmaine Gorrie**.

CUPE 2278 Department Representative

Student employees of the department who are members of the TA Union, CUPE 2278, elect a representative to liaise with the Union. This person can help you with any issues you may have surrounding your TA appointments.

Spaces

Main Office (BUCH C227)

Open from 9am-4:30pm, Monday to Friday. The main office is where Dee, Montse, and the Head work. Faculty mailboxes are located in the corridor behind the reception area.

Seminar Room (BUCH C203)

This room is administered by the department and is used for seminars, talks, examinations, and meetings. Graduate students can request to use the room, which may be booked through the Admin Assistant.

Student and Staff Lounge (BUCH C204)

Shared lunch area with fridge, sink, microwave, water cooler, toaster oven and couches. Please keep the space tidy, and do not run the microwave, coffee maker, or kettle together! Access to the lounge is by fob (programmed UBCCard).



Grad Student Workspaces & Reading Room (BUCH C319/C321)

The Reading Room is an office space and a small library maintained by the department. It contains reference books relevant to the areas of expertise within the department. Graduate students and visiting researchers are assigned desks in the reading room. Treat it like you would any shared space. Be respectful of others using it: keep your belongings in your desk area, keep noise to a minimum, and please, no eating as it attracts pests. **Reading Room Best Practices** are posted around the space and available on the CNERS AIR (internal resources) website.

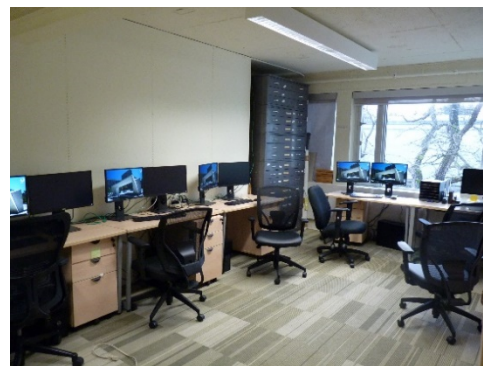


A **photocopier/printer/scanner** is available in the reading room. The admin assistant will give you a code to operate the machine. Please limit your non-TA-related printing to approximately **100 pages a month**. Access to the reading room and workspaces is by fob (programmed UBCcard). After hours or on the weekend when the hallway doors are locked, you can access the third floor by the elevator using your fob.

There is an **online catalogue** of books in the Reading Room: cnrs.ubc.ca/research-resources/cners-graduate-reading-room. Please do not remove books from the Reading Room. You may remove them from the shelf to keep at your workspace by filling out a card with the call number of the book and your name and leaving it on the shelf where the book lives. Leave the book visible on your desk so that others may consult it if they need to.

Computer Lab (BUCH C317)

This space holds eight powerful desktop PC computers with dual monitors and a variety of software packages (including ArcGIS, Adobe Creative Suite and Agisoft Photoscan) as well as a 3D printer. The student-led *From Stone to Screen Project's* epigraphic squeeze and artifact collections are also housed in this space. Students are able to use the lab for research purposes. Lab time must be booked in advance. If you would like access to the lab, please ask the office staff.



Access and Security

- For access to the lounge and reading room, please see the admin assistant to have your UBCcard programmed for fob entry. This also provides after-hours access to the second and third floors of BUCH C via the elevator.
- Please be mindful of security. As the second floor of BUCH C is a thoroughfare between building blocks, do not leave any belongings in the hallway or leave unattended doors open.
- If you have any issues with the building including access, cleanliness, and broken fixtures, please let the office staff know.

Safety and Emergency Preparedness

- In the event of a fire or fire alarm, you should leave the building immediately by the nearest exit and meet between the Buchanan B/C entrance and Buchanan Tower.

- In the event of an earthquake, take cover until the shaking stops. If safe, leave the building and gather at the flagpole plaza.
- Buchanan C has a Building Emergency Response Plan (BERP) to use in the event of an emergency, including fire, earthquake, active shooter, and gas leak. The BERP is available on the CNERS AIR (internal resources) website.
- There is an earthquake kit in the Graduate Reading Room with a key taped to the wall directly above it. There is another earthquake kit in the Main Office.
- Should you have a safety concern about your workspace, please notify the Administrator.

The CNERS Community

Expectations

As a graduate student in the Department, you are a valued part of our collegial community. Your work in the department and your relationships are likely to contribute to your career path in one direction or another so you are encouraged to treat your experiences and connections here with professionalism. **Communication, participation, respect, and practical knowledge are all a part of any successful career.** While you are a student here, it is expected that you will:

- **Communicate regularly and openly** with your colleagues, in particular the Director of Graduate Studies, the Graduate Program Advisor, and your Supervisor.
- Make a **clear plan** with the DGS and Graduate Program Advisor about how your program requirements will be met. Plan course selection in consultation with the Graduate Program Advisor. Communicate and consult on any changes to your plan.
- Be knowledgeable about your **program requirements** and the policies of the department and the university. Ask questions if you cannot find the information or are unclear.
- Be knowledgeable about **financial matters** related to student employment and awards and communicate any questions or problems in a timely manner.
- **Conduct yourself in a responsible, respectful and mature manner** that supports the safety and security of others.
- **Follow through on your commitments and responsibilities.** Assess your workload regularly so that you can foresee any problems in fulfilling your commitments and communicate these issues to your colleagues.

You may expect the same professionalism, participation, and knowledge from the faculty and staff. We prioritize the fostering of a respectful collegial environment.

CNERS Graduate Student Charter

In 2018, CNERS graduate students developed a Team Charter to help prevent and resolve conflict between students. Please refer to this Charter if you ever find yourself in a difficult situation with a colleague. It is available on the CNERS AIR (internal resources) website.

Events

The Department hosts several **visiting speakers** each year and helps coordinate public events and conferences. The organizers make an effort to bring in speakers with interesting and relevant research to present. These

events not only lead to intellectually stimulating conversation but also provide you with an opportunity to meet academics from other institutions who may be important contacts later.

In addition to these department events, there are **lectures and conferences organized by other groups** both on and off campus, including other departments at UBC, the Archaeological Institute of America (AIA), the Society of the Study of Egyptian Antiquities (SSEA), and Pharos, hosted at the Hellenic Cultural Centre. Watch for announcements and posters about these events.

We also organize **social events** for faculty and students to get together in a less formal environment. Do let us know if you have any ideas for group activities!

Fieldwork and Research Projects

Members of the department are involved in a number of research projects that you may be interested in learning more about or participating in. Some projects offer exciting opportunities for fieldwork, or paid or volunteer research/collections work, so do not hesitate to contact the project leaders about their latest initiatives.

From Stone to Screen (website: fromstonetoscreen.com) is a multi-disciplinary, collaborative, open-access digitization project that was founded in 2012 by graduate students at UBC. The project freely hosts high-quality scans and images of ancient artefacts from the collections of the department of Classical, Near Eastern, and Religious Studies (CNERS), and the Rare Books and Special Collections (RBSC) branch of the UBC library. Students who are interested in pursuing work with this fascinating collection of artefacts should contact the Faculty Liaison for FSTS: Megan Daniels (fortunar@mail.ubc.ca).

The Kalavassos and Maroni Built Environment Project (website: kambe.cnrs.ubc.ca) in Cyprus is an interdisciplinary investigation of the relationships between urban landscapes, social interaction, and social change on Cyprus during the Late Bronze Age. Contact Kevin Fisher about the KAMBE project (kevin.fisher@ubc.ca)

The Apulum Roman Villa Project are excavations at Oarda, Romania examining rural society in Roman Dacia. Contact Matthew McCarty for information (matthew.mccarty@ubc.ca)

The Horvat-Midras Excavations are run in conjunction with the Hebrew University of Jerusalem. The excavations examine the Hellenistic and Roman-period occupations of this rural site 45km southwest of Israel, Jerusalem. Contact Gregg Gardner for more information (gregg.gardner@ubc.ca).



The Department usually conducts at least one [archaeological field school](#) (CNRS 335/535) each summer, with undergraduate and graduate participants. If you would like to participate for course credit, let the Graduate Program Advisor know well in advance.

Conferences

In the past, CNERS has had a good showing at the annual meetings of the [Classical Association of Canada](#) (CAC), the [Society for Classical Studies](#) (SCS), the [Archaeological Institute of America](#) (AIA), the [Society of Biblical Literature](#) (SBL), and the [American Schools of Oriental Research](#) (ASOR). Keep your eyes out for calls for abstracts for a variety of conferences. They are a fun way to discover a new place and put your research out there while learning about new directions in the field. See under 'Travel and Conference Funding' for information on getting financial support to attend conferences.

CNERS Graduate Student Conference

For nearly two decades now CNERS graduate students have organized the Annual Interdisciplinary Graduate Student Conference (AIGSC) hosted at UBC. The conference is typically held in the spring, and has included presentations of student work and invited guest speakers. Speak with your peers if you are keen to get involved in organizing, which usually starts in the fall.

Managing Your Program and Academic Success

Student Responsibility

Upon registering, all students are bound by UBC's [Student Declaration of Responsibility](#), which states:

"I hereby accept and submit myself to the statutes, rules and regulations, and ordinances (including bylaws, codes, and policies) of The University of British Columbia, and of the faculty or faculties in which I am registered, and to any amendments thereto which may be made while I am a student of the University, and I promise to observe the same."

Requirements and Typical Degree Completion Timelines

Master of Arts

For a complete and up-to-date list of requirements for your program, refer to the UBC Calendar and department website.

Typical Degree Completion Timeline (MA)

This timeline is a guide only. Please refer to the Graduate and Postdoctoral Studies website and the UBC Calendar for up-to-date information on dates and deadlines.

When	Coursework	Exams / Additional Coursework	Thesis
Year 1, Sept – Apr (Terms 1-2)	Register in CNRS 500 (3 credits) and 4 to 5 other graduate courses.	Modern Language: Attempt modern language examination or register in appropriate courses. Ancient Language: Register for undergraduate language courses, if required.	
Year 1, May – Aug (Term 3)	MA CNAR: Archaeological Fieldwork Requirement , if applicable.	Modern Language: If completing coursework, register in appropriate courses. [No ancient language courses available in summer term.]	Register in CNRS 549 (thesis course). Identify a thesis advisor and topic and begin work on thesis proposal.
Year 2, Sept – Dec (Term 1)	Complete minimum credit requirements (24 not including thesis).	Modern Language: Attempt modern language examination or register in appropriate courses. Ancient Language: Register for undergraduate language courses, if applicable.	Register in CNRS 549 (thesis course). Form supervisory committee. Submit thesis proposal for review and approval.

Year 2, Jan – Apr (Term 2) Apply for graduation.	Complete minimum credit requirements (24 not including thesis).	Modern Language: Pass modern language examination or complete appropriate courses. Ancient Language: Complete undergraduate language requirements, if applicable.	Register in CNRS 549 (thesis course). Submit final draft of thesis for review and revision (January) Thesis defense and submission of final thesis to library.
Year 2, May – Aug (Term 3) and beyond	Complete outstanding requirements, if any.		Maintain registration in CNRS 549 (thesis course).

Doctor of Philosophy

For complete and up-to-date requirements for your program, please refer to the UBC Calendar and department website.

Typical Degree Completion Timeline (PhD)

This timeline is a guide only. Please refer to the Graduate and Postdoctoral Studies website and the UBC Calendar for up-to-date information on dates and deadlines.

When	Coursework	Exams / Additional Coursework	Dissertation
Year 1, Sept – Apr (Terms 1-2)	Register in 12 to 18 credits (recommended) of 500-level courses. Second Field (PhD Classics Ancient History only): coursework towards second field requirement.	Modern Languages: Attempt modern language examinations or register in appropriate courses. Art and Archaeology (PhD Classics & PhD Classics Ancient History only): register in 6 credits of undergraduate study, if applicable. Unprepared Translation Exam from Greek and Latin (PhD Classics & PhD Classics Ancient History only): attempt exam in September, and again in November and March, if required.	
Year 1, May – Aug (Term 3)	Archaeological field school (optional, with approval).	Comprehensive Exams: Identify topics and study for comprehensive exams.	Register in CNRS 649 (thesis course).
Year 2, Sept – Dec (Term 1)	Coursework: register in courses towards minimum credit requirement (18), if necessary. Second Field (PhD Classics-Ancient History only): complete coursework towards second field requirement.	Modern Language: Attempt modern language examination or register in appropriate courses. Comprehensive Exams: Study for comprehensive exams.	Register in CNRS 649 (thesis course).

Year 2, Jan – Apr (Term 2)	Coursework: complete minimum coursework requirement (18 credits). Second Field (PhD Classics-Ancient History only): complete coursework towards second field requirement.	Modern Languages: Pass modern language examinations or complete appropriate courses. Comprehensive Exams: study for exams and write in April.	Register in CNRS 649 (thesis course).
Year 2, May – Aug (Term 3)	<i>Coursework and exams complete.</i>	Register in CNRS 649 (thesis course). Find a supervisor and committee. Work on dissertation prospectus	
Year 3, Sept – Dec (Term 1)	<i>Coursework and exams complete.</i>	Submit final draft of dissertation prospectus by mid-September and present in oral colloquium. Advance to candidacy.	
Years 3 to 5 and beyond	Complete dissertation. Note: you must begin the administrative paperwork involved in the dissertation examination and defense at least 4 months before your intended completion date.		

Order of Requirements for Doctoral Degree

- ✓ **Coursework (18 credits)**
- ✓ **Modern Languages (2)**
- ✓ PhD Classics & PhD Classics-Ancient History: **Unprepared Translation Exam**
- ✓ PhD Classics & PhD Classics-Ancient History: **Art and Archaeology Requirement** (can be satisfied by previous degree credentials).
- ✓ PhD Ancient History: **Second Field**
 - **Comprehensive Exams** ✓
 - **Dissertation Prospectus** ✓
 - **Oral Colloquium** ✓
 - **ABD → Dissertation Defense → Graduation**

Course Selection and Registration

Course registration for graduate students opens in early June each year. Courses are posted in late April on courses.students.ubc.ca. A more detailed list of graduate seminars with descriptions will be circulated by email and posted on the department website before June.

➔ Please register early so that we can make timely TA course assignments based on your schedule and can gauge early on if there is enough interest in a course.

Before finalizing your course schedule, **please consult with the Graduate Program Advisor**, who will refer you to the DGS if necessary. We ask this so that we can be sure you are on track to complete your course requirements in time and that you are selecting the best courses to meet your goals.

Coursework Requirements

Thesis Course

All students should register in a thesis course starting their first summer term and continuously thereafter. This is CNRS 549 for MAs and CNRS 649 for PhDs.

➔ **Once you have registered in CNRS 549 or CNRS 649 once, you must continue to register every term until you submit your thesis.**

Master's

- MA students must complete 30 credits. 6 of these will be from the MA thesis course (CNRS 549).
- MA students should take **2 to 3 graduate courses per term** in first year, for a total of 12 to 18 credits over the year. We do not recommend taking more than 3 per term. You will need to complete another 6 to 12 credits (2 to 4 courses) in second year.
- Courses taken to fulfil your ancient language or modern language requirements **do not count towards your minimum credits**. If you are taking undergraduate language courses, these should be in addition to the 3 graduate-level courses per term.
- **CNRS 500 is a required course for MA students**. The course examines ancient Mediterranean and Near Eastern studies through a different theoretical or thematic lens each year. You should take it in your first year to strengthen your foundation in theoretical applications and to give you an understanding of our department's interdisciplinary approach to studying the ancient world. As the course has a different theme every year, you can also repeat it.

PhD

- PhD students must complete 18 credits. All of these are from graduate seminar courses. The PhD thesis is a 0-credit course.
- PhD students should take 1 to 3 courses per term in first and second year, for a total of 18 credits over two years. We recommend taking most of your courses in first year. PhD Classics (Ancient History) students must take an additional 6 credits to satisfy the Second Field Requirement.
- A maximum of 6 credits of the PhD course requirements may be from graduate-level courses in another department.
- As of Fall 2019, the PhD thesis course is CNRS 649. Prior to 2019, it was GREK 649, LATN 649 or RELG 649. Students should stay in the same dissertation course code as they originally chose.

Any exceptions to the coursework policies must be discussed with the DGS and approved by the Graduate Studies Committee. Your initial inquiries should start with the Graduate Program Advisor.

[Auditing Courses](#): If you wish to audit a course to improve your background in a certain area, you must obtain approval from the DGS. If you audit, you are expected to complete all course requirements except the final exam.

Exchange Courses: Our students do not generally take courses by exchange, but occasionally an opportunity may come up to take a course at another institution. Please consult the Graduate Program Advisor about this several months before the course start date.

Studying for PhD Comprehensive Exams

Exams are on set subject-area reading lists and some programs allow for choice. Students are advised to consult and begin planning a study schedule for the reading lists as early as the first year of their program. As part of this planning process, it is important that students consult with the Area Chair responsible for their examinations, their prospective supervisor(s), and/or the DGS on preparing for their specific areas.

Choosing a Thesis Topic and Finding a Supervisor

Both MA and PhD students typically begin thinking about their thesis/dissertation topic by March and April of their first year of study.

Master's students should establish a supervisory committee by the beginning of Year 2. PhD students should have a committee established during the summer of Year 2. **All supervisory committees should be formed in consultation with the DGS** and formally reported to them using the departmental forms available on the CNERS AIR (internal resources) website.

➔ When you are looking for a supervisor, **be sure to consult with several faculty members and the DGS** for their expert knowledge and experience in order to ensure you are choosing an individual best suited to your particular research interests and personal needs.

For advice and policies about supervisory committees, see the G+PS website: grad.ubc.ca/current-students/supervision-advising

The supervisory committee for both doctoral and master's students typically consists of a supervisor who is a faculty member of the department and two other committee members. **Supervisors or committee members who are not UBC faculty require special approval.** See grad.ubc.ca/faculty-staff/policies-procedures/non-members-faculty-graduate-postdoctoral-studies-supervisory

Degree Progress: Enrolment, Absences, and Academic Standing

This section is a general guide only and should not be used as a policy document. Please always refer to the Graduate and Postdoctoral Studies website and the UBC Calendar for the most up-to-date information on policies.

We are here to support your progress and keep you on track to complete your degree successfully and on time. Importantly, **we want to make sure that you are also armed with the knowledge and tools to take ownership of your own success.** The information in this section of the handbook is particularly important to review early and return to regularly.

➔ **Be proactive and seek clarification and guidance sooner rather than later.**

The following are summaries of key policies regarding your progress. Please refer to the links for more information.

Continuous Enrolment

All graduate students must maintain **continuous registration** in a course or courses or take a leave of absence, including over the summer. **Failure to maintain continuous registration for two consecutive terms may result in withdrawal from the program.** See: grad.ubc.ca/faculty-staff/policies-procedures/course-registration

Vacation

Graduate students are entitled to **three weeks of vacation from their academic obligations per year**. It is expected that the remaining forty-nine weeks will be spent working toward your degree. Your vacation time should be reported to your supervisor, once assigned. Although you may be taking these three weeks over the summer, you are still expected to maintain continuous registration. See: grad.ubc.ca/faculty-staff/policies-procedures/graduate-student-vacation-policy

Short-Term Absences

You are expected to attend all classes in a term and to perform all of your TA and RA work as scheduled. Short-term absences of less than one term due to illness or personal emergency are coordinated within the department. **If you have to miss classes, work, or any other academic or professional obligations, please communicate this to the course instructor or your direct supervisor immediately.**

Leaves of Absence

See: grad.ubc.ca/current-students/managing-your-program/leave-absence

- *Leave Time:* A leave of absence from your program for medical, personal, or parental reasons must be a minimum of one term (4 months) up to a maximum of 12 months for a master's students and 24 months for doctoral students.
- *Documentation:* Requests for medical leave must be supported by documentation from a medical doctor or UBC's Centre for Accessibility.
- *Approval:* All leaves must be approved by the graduate program and the Faculty of Graduate Studies. If you wish to request a leave, please contact the DGS first.
- *Tuition and Fees:* Note that while you will not be charged regular tuition or fees while on leave, you are still subject to an On-Leave Fee.
- *Expectations:* It is expected that you will not make use of any university resources or undertake any academic work related to your program during a leave.
- *Awards:* Payment of awards administered by G+PS will be suspended during a leave and resumed once you return to your studies.

Satisfactory Progress

Master's students: The minimum passing grade for UBC master's students is 60%. However, only 6 credits of coursework below B+ (68%) may be counted towards a degree.

See: calendar.ubc.ca/vancouver/index.cfm?tree=12,204,342,615

Doctoral students: UBC doctoral students must achieve a B+ (68%) or higher in all coursework taken for credit.

Deferrals

If you need to **defer your coursework** for any reason, you will need to get permission from the course instructor and the DGS. See grad.ubc.ca/faculty-staff/policies-procedures/deferred-standing. If you need to defer another program requirement, such as your comprehensive exams, you will need to make a request in writing to the DGS, who will bring it to the Graduate Committee for approval.

Maximum Completion Time and Extensions

See: grad.ubc.ca/faculty-staff/policies-procedures/duration-program

- **Master's students** have 5 years from date of initial registration to complete all degree requirements. It is expected, however, that you will be able to finish in 2 years.
- **Doctoral students** have 6 years from date of initial registration to complete all degree requirements. A request for a one-year extension is usually received favourably by G+PS. A second year of extension is possible with proof of exceptional circumstances outside the student's control. You should aim to complete your program in 5 to 6 years.

Maximum completion times do not include leave time.

Annual Cycle: A Year in CNERS

Some deadlines, applications, and events recur annually. Some of these are outlined here to help you plan ahead. Exact dates, where applicable, are in the UBC Calendar or in departmental correspondence.

Date(s)	What To Expect
September Week 1	<ul style="list-style-type: none"> ▪ Orientation and Welcome Back. ▪ Classes start. ▪ Tuition due. ▪ Term 1 awards disbursed. ▪ Meetings with Graduate Program Advisor to discuss plan for year (Year 1 students only) ▪ Allocation of TAs hours for Term 1 due. ▪ Vanier Scholarship applications due.
Mid-September	<ul style="list-style-type: none"> ▪ Last day for change of registration (course add/drop) with no notation on your transcript. ▪ Doctoral SSHRC CGS-D/SSHRC Doctoral Fellowship/Affiliated Fellowship applications due. Graduate Program Advisor will provide specific deadlines and requirements.
October Week 2	<ul style="list-style-type: none"> ▪ Last day for course withdrawal with a W notation on your transcript.
November	<ul style="list-style-type: none"> ▪ Annual Meeting of the American Schools of Oriental Research (ASOR) and of the Society of Biblical Literature (SBL)
December 1	<ul style="list-style-type: none"> ▪ Master's SSHRC CGS-M/Affiliated Awards applications due.
January	<ul style="list-style-type: none"> ▪ Term 2 awards disbursed. ▪ Allocation of TAs hours for Term 2 due. ▪ Annual Meeting of the Society for Classical Studies (SCS) and Archaeological Institute of America (AIA)
February	<ul style="list-style-type: none"> ▪ Research support and travel award funding applications due.
March	<ul style="list-style-type: none"> ▪ Annual Archaeology Day (co-hosted by the CNERS and Anthropology Departments) ▪ TA applications due for following year (posted early March)
April	<ul style="list-style-type: none"> ▪ Annual Review meeting with Graduate Program Advisor and DGS (Year 1 students only)
May	<ul style="list-style-type: none"> ▪ Annual Meeting of the Classical Association of Canada. ▪ Results of SSHRC and Affiliated Awards typically announced.
June Week 1	<ul style="list-style-type: none"> ▪ Course registration opens for following academic year.
June 1	<ul style="list-style-type: none"> ▪ Annual Report for multi-year fellowship holders due.
July	<ul style="list-style-type: none"> ▪ TA course assignments finalized

Managing Finances

Tuition

Tuition and fees are due at the beginning of each term. Tuition ([Masters](#), [Doctoral](#)) and [fee details](#) are available from the UBC Calendar.

International Fees

While international student fees appear substantially higher, they are offset by the International Tuition Award for the duration of a student's program. International students need to accept the [International Tuition Award](#) in the SSC before paying tuition.

Continuing, on-leave, and extension fees

After 9 installments (3 years) for domestic doctoral students and 6 installments (2 years) for domestic Master's students, a significantly lower **continuing fee** is assessed. Students on leave still need to pay a modest **on-leave fee** and students extending their programs past the maximum completion time (6 years for PhD students) will be put on a higher **extension fee** schedule.

Tuition Deferral for graduate student employees. As long as your appointment is at least 4 months long and if you do not have other substantial funding, you can request to have your tuition fees deducted from your pay or deferred by completing a [Tuition Payroll Deduction/Fee Deferral Application](#). The deadline is usually about three weeks before the start of each term. If approved, domestic students will have tuition automatically deducted from their bi-monthly pay; international students will receive a tuition deferral until late in the term.

Fees

This year, you can expect to pay about \$923 per year in student fees, plus \$232.50 for the [AMS/GSS Extended Health Plan](#). Most fees are charged as three installments payable at the beginning of each term.

➔ The Four Year Fellowship **tuition award** ('waiver') does not include student fees. These will come out of award funding or must be paid by the student if award funding does not cover the full amount.

Health Plan Opt-Out. Students with extended health coverage from another source (e.g. spouse, parent) can [apply to opt-out](#) of the Health and Dental Plan. Based on financial need, you may be eligible for a [Health Plan reimbursement through GSS](#).

U-Pass Exemption. Fees include a universal transit pass (U-Pass), currently \$164 per term. If you will not be studying in Metro Vancouver for a term or longer, you can apply for a [U-Pass Fee Exemption](#).

Awards

Award Logistics

Some awards are by application (to UBC or an external agency) and some are by departmental recommendation. If there is an application process, you will be notified either by G+PS or the department.

If you are an award recipient, you should receive a notice at the beginning of the term of the award prompting you to accept it on the SSC. The award amount will be applied first to your tuition and any

outstanding fees; any balance will be issued to you by direct deposit or by cheque. Set up Direct Deposit to your bank account in the SSC.

Award Opportunities

A complete list of award opportunities is available on the [G+PS website](#) and [the CNERS website](#).

- **Graduate Fellowships** are awarded by the department. Amounts vary, but they are usually between \$5000 and \$15 000.
- **Four Year Doctoral Fellowships** are currently \$18 200 per year, plus a tuition award, and are awarded to outstanding doctoral students entering the program. If you hold a SSHRC or Killam, you also hold a 4YF in name and receive a tuition award, unless your external funding is \$35 000 or more (e.g., SSHRC CGS Doctoral does not include a tuition waiver).
- At present, all international students are automatically offered an **International Tuition Award**. The value of the award varies, but it generally decreases international tuition to roughly the same as domestic tuition.

Department-Recommended

There are a number of other smaller scholarships available that are by departmental recommendation.

- The **David and Blanche Gwynne Vaughan Memorial Scholarship** is one of the more substantial of these and is awarded to students studying in religion.
- The **Malcolm F. McGregor Memorial Scholarship** recognizes outstanding academic achievement in Classics or Classical Archaeology.

External and UBC Fellowships

Eligible CNERS graduate students will need to apply for the **Social Sciences and Humanities Research Council of Canada (SSHRC)** and **UBC Affiliated Fellowships** awards to maintain their funding guarantees.

- The **Canada Graduate Scholarship-Master's (CGS-M)** is a one-year scholarship for MA students currently worth \$17 500. Students who have completed 12 months or more of Master's-level study in the arts and humanities are not eligible.
- **SSHRC Doctoral Fellowships** are worth \$20 000 per annum for up to four years and the **SSHRC CGS-Doctoral** is worth \$35 000 per annum for up to three years.
- **Affiliated Fellowships** at both the **Master's** and **Doctoral** levels are awarded by G+PS. Any one who applies for SSHRC funding is automatically considered for an Affiliated Fellowship.
 - ➔ International students must apply directly to the Affiliated competition and are required to do as long as they remain eligible. Most are in the range of \$16 000 and up to \$30 000.
- The **Killam Doctoral Scholarships** are prestigious awards including a stipend of \$30 000 per annum for two years, a \$2000 allowance for research-related travel during the scholarship period, and a tuition award.
 - ➔ Any one who applies for Affiliated or SSHRC funding is also considered for the Killam.

The **Vanier Scholarship** is another highly competitive award for students who demonstrate both leadership skills and a high standard of academic achievement. It is open to domestic and international students and valued at \$50 000 per year for up to three years. It is by separate application due in early September.

- ➔ When you are applying for any award, it is very important to **begin the process well in advance of the deadline**. Contact all of your references as early as possible and notify the department, as we are often required to provide material for your nomination for which we need advance notice.

Travel and Conference Funding

Financial support for research-related travel and conference attendance is available from both G+PS and the department.

Travel Awards and Travel Funding

The Awards and Research Support Committee will generally solicit **applications for travel and research funding in February**. You will need to provide a budget for your travel expenses and receipts for any expenses already paid.

Homer Thompson and Dennis Molnar Travel Scholarships

This award money can be disbursed prior to travel taking place. Travel award recipients must submit a half-page report on their research trip.

Travel and Research Support Funds

The department also allocates an internal travel fund set aside for faculty and graduate student travel. Though you may have funds allocated to you before travel starts, you will not be reimbursed until travel is complete. You must keep copies of all of your receipts, boarding passes, registrations, etc. in order to apply for reimbursement from these funds. Reimbursement can take up to 4 weeks.

The [Graduate Student Travel Fund](#) is administered by G+PS. Students can apply once per degree program for funding (currently up to \$500) to travel to and attend a conference. Applications are accepted year-round.

Financial Emergencies

Emergency funds are available by speaking to an Enrolment Services Advisor (ESA), whose contact information you can find in the SSC, or call 604-822-9836. See: students.ubc.ca/enrolment/finances/funding-studies/financial-distress.

The Graduate Student Society also has emergency funds: gss.ubc.ca/awards

Work

At some point during your studies here, you will probably hold a Teaching Assistant and/or Research Assistant position. As a TA or RA, you are an employee of the university in addition to your status as a student. As an employee, you should be familiar with policies, pay schedules, and benefits.

Requirements of Employment

Mandatory training. All UBC employees must complete online modules on [Bullying and Harassment](#) and [Privacy Matters](#).

UBC email: As an employee of the university, you **must** use a mail.ubc.ca or student.ubc.ca email address for all work-related correspondence. **This is to ensure security of information, proper records management, and compliance with federal law.** Email forwarding to your Gmail or other externally hosted email address is not permitted. Note that @mail.ubc.ca accounts will only be active while you hold an appointment as UBC staff.

Study/Work Permits and SIN. You must have a valid SIN and work permit/study visa (if applicable) to be hired. If you renew your study permit, please send a copy to the Graduate Program Advisor.

- ➔ Please ensure your study/work permit is valid through to the end of your TA/RA appointments

Getting Paid

Direct Deposit is a mandatory condition of employment at UBC. Upon receiving your first appointment, you will be asked to fill out a [direct deposit form](#).

Pay schedule. Payment is **twice monthly**. For salaried positions, this is the 15th and last day of the month, or on the closest preceding workday. For hourly positions, this is the 8th and 23rd of the month or closest preceding workday. To be paid on time for hourly positions, you must **report your hours** using the [hours submission form](#).

Employment documentation. To find your pay statements, tax forms, and other information relating to your employment, login to Workday at <https://myworkday.ubc.ca/>.

- ➔ Please remember to update your address here as well as on the SSC if you move.
- ➔ The Self-Service Centre is only accessible from the UBC network, i.e. you will not be able to access from home without UBC VPN installed.

International Students Working in Canada

If you are not a Canadian citizen, you will need to stay on top of keeping your study and/or work permit, MSP (Medical Services Plan), and SIN (Social Insurance Number) current. The best place to look for guidance on these matters is the [International Student Guide](#) and the International Student Advisors.

The information on extending your study permit from within Canada may prove particularly useful: students.ubc.ca/international-student-guide/immigration/study-permits/extend-study-permit. Keep in mind that you will need to apply 3 to 4 months before your current permit expires.

Teaching Assistants

UBC Teaching Assistants are part of the [CUPE 2278](#). Take time to familiarize yourself with the Union's [Collective Agreement](#).

Job Expectations

Teaching Assistantships form an important part of most graduate students' funding and they provide valuable academic work experience. **As a TA, you are an employee of the department and your appointment comes with all the usual accountability and responsibility of any job.**

When you receive a TA appointment, make sure from the beginning that you and the course supervisor (instructor) are clear on what is expected from you and what you are able to deliver. **The course instructor is your supervisor and you are encouraged to seek guidance from him or her whenever you need it.**

Each TAsip has a maximum number of hours associated with it, which will be stated in your offer letter. A required **Hours Allocation** form to be completed at the beginning of every TAsip will help guide your work, but this should not be the only conversation about your duties and workload. Be sure to **track your hours** and approach your course supervisor early on if you have any concerns about completing the assigned duties within the allocated hours.

Appointment Process

Expected TA positions for the following academic year will be posted no later than March 31. You will need to complete an online application form no later than April 30, regardless of whether you have been offered a TAsip as part of your funding package or not. **Appointments will be made in mid-July.**

Hiring preference. Per the Collective Agreement, after the first year of employment as a TA, MA students receive one year of hiring preference and PhD students receive four years. This means that you are considered for a TAsip before other applicants. This hiring preference does not apply if you are receiving other funding (scholarships, awards, RAsips, or a combination) which exceeds your TA salary from the previous year. However, you are still encouraged to apply.

- ➔ Some students with large scholarships or other funding sources opt not to apply for TAsips in order to focus on completing their degrees. This is something to discuss with your supervisor and/or the DGS.

TA Training

A faculty member acts as **TA Coordinator**. He or she is a resource for TAs seeking advice on issues they may be having with workload or communication and organizes the **TA Training Program**.

These sessions held throughout the year consist of workshops and information sessions on subjects such as marking and assessments, facilitating discussion, and helping students in distress. They also serve as **professional development** seminars, covering topics such as publishing, conference participation, and time management.

- ➔ Students who attend a minimum of 75% of the TA Training sessions will receive a certificate of completion and a note in their file.

The UBC Centre for Teaching, Learning and Technology (CTLT) offers a 3-day [Instructional Skills Workshop \(ISW\)](#) for which you receive a transcript notation. The TA Training Program sometimes has funding to pay for some students to attend this workshop and we will ask if you are interested around June.

Research Assistants

After consultation with the Graduate Program Advisor, faculty may approach students individually about potential research assistantships. There is no standardized rate of pay or hours for an RAsip and RAs are not part of a specific employee group or union. A RAsip could range from short assignments of a few hours to a year-long assignment of several hours a week. The work could be research-intensive or it could involve some administrative assistance, and likely a bit of both.

- ➔ RAsips can be great experience, but if you are offered a RAsip, especially if you are already TAing, make sure you have time to fit in all of your obligations before accepting.

Resources

Academic

Libraries (library.ubc.ca)

There are eight libraries on the Point Grey campus. As a UBC student, you have access to one of the largest academic research collections in Canada. Most of the resources for research related to CNERS are held in [Koerner Library](#) (Humanities and Social Sciences) and the [Irving K. Barber Learning Centre](#) (Music, Art & Architecture; Rare Books and Special Collections). The Library has prepared a guide specific to graduate students at services.library.ubc.ca/user-guides/graduate-students

[UBC Learning Commons](#) at Koerner Library holds regular workshops to help you with your research and with things such as thesis formatting.

Museum Collections at MOA (moa.ubc.ca)

The UBC Museum of Anthropology is a wonderful resource for those interested in archaeology and material culture. It holds a small collection of Classical and Near Eastern artifacts. You have free access to MOA with your UBC student card. We encourage research on any of the ancient Mediterranean and Near Eastern artifacts in the museum collection since many have not yet received a proper catalogue entry. The museum also houses the Bahrain Collection in the Ceramics Research Room, constituting a wealth of artifacts for those with an interest in ancient Near Eastern material culture.

Graduate and Postdoctoral Studies (grad.ubc.ca)

As a graduate student, you are part of two Faculties: Arts, and the Faculty of Graduate and Postdoctoral Studies (G+PS). Use their resources. In particular, you may want to explore the [Graduate Pathways to Success](#) program. They offer free and frequent workshops on everything from time management to imposter syndrome.

Graduate Student Society (GSS) (gss.ubc.ca)

The GSS represents graduate students at UBC. They provide resources and advice, advocate for grad students, and organize events. They also provide emergency financial aid.

Personal

UBC Wellness Centre in the Life Building is an excellent hub for helping you manage daily stresses of being a graduate student. They have resources, workshops, and wellness peers you can talk to. Visit students.ubc.ca/health/wellness-centre

[EmpowerMe](#) provides counselling and life coaching, free for students on the AMS/GSS Health Plan. They can help with anything you're concerned about, and will give you the option of getting help online, in person, or by phone. Call **1 844 741 6389**.

UBC Health Services at the UBC Hospital offers mental and physical health services to all UBC students from doctors, nurse practitioners, nurses, and specialists. Call [604-822-7011](tel:604-822-7011) or visit students.ubc.ca/health-wellness/student-health-service to make an appointment.

UBC Counselling Services in Brock Hall has counselors who can help you with persistent stress, anxiety, and low mood. Typically, you will be able to meet with a Wellness Advisor on the same day or within the week. This

person will help you identify the most appropriate resources or referrals for what you are dealing with. Call [604-822-3811](tel:604-822-3811) or visit students.ubc.ca/health-wellness/counselling-services

Registered Canadian Immigration Consultants (RCICs) at **International Student Advising** in the Life Building can help with arriving in Canada, immigration, visas and permits, health care, working and taxes, resources for your family, etc. Visit students.ubc.ca/international.

The **Centre for Accessibility** facilitates disability-related accommodations. If you are aware of an accommodation you need or anticipate needing, visit students.ubc.ca/academic-success/academic-supports/academic-accommodations-disabilities/request-accommodation.

The **Office of Equity and Inclusion** provides a list of resources for students experiencing difficulties with another person (e.g., student, supervisor, faculty, staff). Visit: equity.ubc.ca

Life at UBC and in Vancouver

Food, Shops and Recreation

The [AMS Student NEST](#) is a hub of non-academic student life on campus. It has many eateries with affordable international food as well as an optometrist, small grocery store, and ATMs. There is also a restaurant upstairs, Gallery 2.0, and Hatch Art Gallery.

The [UBC Life Building](#) next door has some other eateries (Subway, Starbucks, Booster Juice), the Wellness Centre, GoGlobal and International Student Advising, and the ARC gym.

In addition to course textbooks, the [UBC Bookstore](#) has a large selection of popular fiction and nonfiction, computer and other tech supplies, stationery, backpacks, an array of gifts and UBC paraphernalia, bike locks, and umbrellas (the last two are Vancouver must-haves).

[Koerner's Pub](#), operated by the Graduate Student Society, is a popular spot for graduate students and faculty to eat, drink, and unwind. They also have a good selection of local craft beers to sample.

The closest pharmacy is Shoppers Drug Mart on University Boulevard and Westbrook Mall. There is a Staples at University Village and BC Liquor Store and Save-on-Foods at Wesbrook Village.

There are many other food and shopping options on campus, including private businesses in University Village and [Wesbrook Village](#).

If you are looking for a break from studying, researching and seminars, UBC is surrounded by Pacific Spirit Regional Park, which you can explore by foot or by bike. Closer by is the lovely Rose Garden with views of the Georgia Strait and Vancouver Island. Wreck Beach, which is a clothing optional beach, is accessible by a stairway from NW Marine Dr. UBC also has a [farm](#), which holds events and produce sales, [botanical gardens](#) with a suspended walk through the treetops and the beautiful Nitobe Japanese garden, and the [Beaty Biodiversity Museum](#) which houses a massive blue whale skeleton. There is also the fabulous [Museum of Anthropology](#) and the [Belkin Art Gallery](#). All of these activities are free with your UBCcard.

The [Frederic Wood Theatre](#), home of the Department of Theatre and Film, and the [Chan Centre](#) hold theatre events and concerts. As a UBC student, you can receive discounts at many of these presentations.

[UBC Recreation](#) offers a range of programming to keep you moving and active, from yoga classes to drop-in fitness boot camps to kayaking lessons. The brand new [Aquatic Centre](#) is free with your UBCcard.

UBC is like its own little city, but don't forget there's a big city out there, too! Vancouver has a great diversity of neighbourhoods and they are all well connected by bus or bike, so take some time to find your favourite. We all have tips (and opinions) if you need help getting started.



Housing and Transportation

For information on UBC Housing options for graduate students, visit: vancouver.housing.ubc.ca/getting-started/graduate-students

Living on campus is convenient and it means you will always be a short walk or bike ride from classes, libraries, and all the amenities you might need. However, competition for on-campus housing can be fierce so apply early and get on waitlists.

Off-campus housing is a great way to get to know Vancouver. Transit to campus is especially easy if you live along the Broadway Ave corridor. Many students and faculty live in Kitsilano, a friendly, walkable neighborhood that is a 15-20 minute bus ride to campus. Neighborhood descriptions and places to look for rentals can be found here: vancouver.housing.ubc.ca/other-housing/off-campus-housing. The rental market in Vancouver can be competitive, so be prepared for a housing search lasting at least a couple weeks and up to a month. Unfortunately, finding a place that accommodates pets can be particularly difficult, so take this into consideration if you are thinking of one. It is a good idea if you are renting to familiarize yourself with the information and resources on the [BC Housing and Tenancy website](#).

[Campus + Community Planning](#) has information on transportation options. All UBC students are enrolled in the [U-Pass](#) program as part of their student fees, a universal transit pass for all of Metro Vancouver. If you need to drive to campus regularly, [UBC Parking](#) sells permits. [Car sharing](#) and [cycling](#) are popular, relatively hassle-free ways to get around. The on-campus [Bike Kitchen](#) often has affordable used bikes for sale, or they can help you fix up your own. To request access to the bike cages on campus, visit the [Bike Co-op page](#).

Acronyms

Department specific acronyms

CNERS – Classical, Near Eastern and Religious Studies (also CNRS)

ACRE – Ancient Culture, Religion and Ethnicity

CLAS – Classics

CNAR – Classical and Near Eastern Archeology

DGS – Director of Graduate Studies

FSTS – From Stone to Screen

KAMBE – Kalavassos and Maroni Built Environments (project co-directed by Dr. Kevin Fisher)

RELG – Religious Studies

UBC Acronyms

4YF – Four Year Funding

AMS – Alma Mater Society

CUPE 2278 – Canadian Union of Public Employees, Local 2278 (Teaching Assistants' union)

CWL – Campus Wide Login

ESA – Enrolment Services Advisor

G+PS – Faculty of Graduate and Postdoctoral Studies

GSI – Graduate Support Initiative (graduate fellowship funding)

GSS – Graduate Student Society

LOA – Laboratory of Archaeology (at MOA)

MOA – Museum of Anthropology

RA – Research Assistant

SSC – Student Service Centre

TA – Teaching Assistant

Discipline-specific Acronyms

AIA – Archaeological Institute of America

ASOR – American Schools of Oriental Research

CAC – Classical Association of Canada

CAMWS – Classical Association of the Middle West and South

SBL – Society of Biblical Literature

SCS – Society for Classical Studies

SSHRC (CGS-M) – Social Sciences and Humanities Research Council (Canada Graduate Scholarship – Master’s)

Forms

You will inevitably need to fill out some forms in your time here, possibly many.

A searchable database of forms is available on the G+PS website: grad.ubc.ca/forms. All G+PS forms contain policy information and instructions directly on them.

Additional forms required by the department are available on the CNERS AIR (internal resources) site.

University of British Columbia
Department of Classical, Near Eastern and Religious Studies
BUCH C227 - 1866 Main Mall
Vancouver BC, Canada V6T 1Z1

Email: cnrs.grad@ubc.ca
Phone: 604-827-1635
Web: cnrs.ubc.ca

facebook.com/ubccnrs | Instagram [@ubccnrs](https://www.instagram.com/ubccnrs) | Twitter [@cnersubc](https://twitter.com/cnersubc)