Faculty of Art Handbook
1973

Information as at October 1972

Swinburne College of Technology
John Street, Hawthorn, Victoria
P.O. Box 218, Hawthorn, 3122. Telephone 81 0301
Cables & telegrams “Swintech” Melbourne
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Academic staff

Faculty of Art

Head
L. S. Pendlebury, DipArt, FRSA.

Deputy Head
I. McNeillage, DipArt, TTTC.

Senior Lecturers
M. Cantlon, BA, DipArt.
R. A. Francis, DipArt, TTTC.
B. C. Robinson, FDipArt, TTTC.

Lecturers
J. E. Bird, DipArt, TTTC.
N. B. Buesst, BCom.
A. Campbell-Drury, FIPT, AIAP.
G. Dance, DipArt.
A. M. Evans, BAgriSc, DipAgricExt.
J. R. Harris, DipArt.
R. P. James, DipArt, TTTC.
N. J. Maling, CertEd, ATI.
A. Moore.
D. G. Murray, DipArt, TTTC.
J. K. White.

Instructors
J. G. DeBoer, FIPT.
J. Graul.
Two courses are available in the School of Art; Graphic Art and Film and Television. Both are of three years duration full-time study, post Higher School Certificate (passes in any four subjects). Applicants will be selected on these results, plus tests and Interviews to be conducted in January.

No evening or part-time day classes are available.
All applicants who specify an art course (either Graphic Art or Film & Television) at this College as first or second preference on the VUAC* forms A or B, must write to us giving name, address and phone number, so that they can be notified of details for tests and interviews. This must be done before 30th November, 1973. Refer to p.31 for additional information.

*Victoria University Admissions Committee,
450 St. Kilda Road, Melbourne, 3004.
Telephone 267 1877

Aptitude Tests
It is important to note that the aptitude tests are designed to assess potential and suitability for the course.
No preparatory work is necessary as the tests do not depend on acquired skills or preliminary knowledge. If successful in these tests, the applicant is then interviewed to ensure that there is complete understanding about the requirements of the course. Any other relevant discussion which may help us in the selection process will take place, because many more apply for entry to these courses than can be accommodated.

Exemptions
Exemptions from the following subjects — Sociology, Social Science, Psychology, Typing and History of Arts may be obtained by making out an Application for Exemption Form and receiving the approval of the Art Faculty Board. These exemptions are made where equivalent study or actual subjects have been passed elsewhere. Admission to later years of the course, or re-admission will be considered on individual merit. Applications will go to the Head of the School of Art for endorsement by the Art Faculty Board.

Please Note
All the information given is subject to revision. Changes are anticipated which may necessitate the phasing out of particular subjects or even courses, and the introduction of studies at a different level or in a different form.

Just when these changes will be made is uncertain but an effort will be made to clarify precise requirements before a student is permitted to enrol in any year. No assurance can be given that the courses or conditions outlined will remain as stated.
Assessment

Each year of the course is to be taken as a whole and in order to qualify, an overall pass must be obtained on the year's work. A faculty pass may be awarded in the event of failure in one theory subject.

The only exception is in the final year of the diploma course, where individual subjects may be repeated with the approval of the Art Faculty Board.

If the subject or subjects are not successfully completed within two years, the complete set of final examinations must be attempted again.

The form of the examination and the content of the folio work (Assigned Projects) will be determined by the panel of examiners and moderators appointed by the Art Faculty Board.

Pass categories

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>85%-100%</td>
<td>H1</td>
</tr>
<tr>
<td>75%-84%</td>
<td>H2A</td>
</tr>
<tr>
<td>70%-74%</td>
<td>H2B</td>
</tr>
<tr>
<td>65%-69%</td>
<td>H3</td>
</tr>
<tr>
<td>55%-64%</td>
<td>P1</td>
</tr>
<tr>
<td>50%-54%</td>
<td>P2</td>
</tr>
<tr>
<td>0%-49%</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td>D</td>
</tr>
</tbody>
</table>

First honours, second honours (class A), second honours (class B), third honours, pass (division 1), pass (division 2), not passed, deferred.

Results will be published for each subject and for the year as a whole.

General conditions

The College reserves the right to retain any work executed by students as part of their diploma course studies. Work not required by the College may be claimed by the student when it has been assessed.

The Art Faculty Board is the final authority for deciding passes or failures in any of the examinations of the School of Art.

Examinations

Students must enter for all subjects in a particular year of the course except where an exemption has been approved or electives offered.

The requisite number of assignments must be completed and a record of satisfactory attendance is required before the candidate is allowed to sit for any particular examination.
Graphic art course

The graphic designer is concerned with the many aspects of design where information is conveyed by visual means, e.g. advertising, publicity, publishing, printing, education, merchandising, and applied research. He is responsible for much of our visual environment.

The graphic designer is not a ‘fine’ artist (in that he is not primarily a painter or a sculptor) — his work cannot be judged purely on aesthetic grounds, it is not personal expression alone. It has a specific task of communication — usually economically based.

His task then, is initiation and planning of sequenced information in the simple, clear, concentrated form that only visual language can give, therefore graphic designing means to concentrate, translate and create, not simply to decorate. To do this, the graphic designer must combine a knowledge of two and three dimensional design, photography, product and package design, typography and type composition, drawing and illustration, publication and book design involving methods of production.

The diploma course is planned to produce imaginative designers capable of practice at a high creative level. There are challenging and rewarding opportunities and an ever widening range of activities for the professional designer, but it is necessary to emphasise clearly that this is a most competitive profession, and the end result of training is to produce graduates who, with further specialisation and experience in industry, should achieve positions commensurate with their individual talents.

SYLLABUS

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First year</td>
<td></td>
</tr>
<tr>
<td>AR101</td>
<td>Assigned Projects IA (two semesters)</td>
<td>20 hours per week</td>
</tr>
<tr>
<td>AR111</td>
<td>History of Arts I (two semesters)</td>
<td>2 hours per week</td>
</tr>
<tr>
<td>GS193</td>
<td>Social Science (two semesters)</td>
<td>2 hours per week</td>
</tr>
<tr>
<td>AR140</td>
<td>Results of Studies I (GA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Second year</td>
<td></td>
</tr>
<tr>
<td>AR201</td>
<td>Assigned Projects IIA (two semesters)</td>
<td>18 hours per week</td>
</tr>
<tr>
<td>AR211</td>
<td>History of Arts II (two semesters)</td>
<td>2 hours per week</td>
</tr>
<tr>
<td>GS287</td>
<td>Sociology I (two semesters)</td>
<td>2 hours per week</td>
</tr>
<tr>
<td>AR240</td>
<td>Results of Studies II</td>
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</tr>
<tr>
<td></td>
<td>Third year</td>
<td></td>
</tr>
<tr>
<td>AR301</td>
<td>Assigned Projects IIIA (two semesters)</td>
<td>18 hours per week</td>
</tr>
<tr>
<td>AR320</td>
<td>Methods of Prod. III (two semesters)</td>
<td>3 hours per week (Inc. Communication Theory)</td>
</tr>
<tr>
<td>GS382</td>
<td>Psychology (two semesters)</td>
<td>2 hours per week</td>
</tr>
<tr>
<td>AR340</td>
<td>Results of Studies III (GA)</td>
<td></td>
</tr>
</tbody>
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Faculty of Art 9
Subject details

Assigned Projects refers to a co-ordinated three year work program with a specific emphasis on a creative approach to solving communication problems principally of a graphic nature. Students are encouraged to develop their own personal style through soundly reasoned, skilfully executed assignments, and communicating the solutions in a way most likely to ensure acceptance and successful implementation. Group assignments also allow students to develop a broader understanding and appreciation of other students’ particular abilities.

First Year Assigned Projects IA

A sequential program of applied design and communication projects directed at developing a general awareness of visual aspects of the student’s environment and a facility for critical objective analysis. Specific study areas include:

Design
The objective is to equip students with a “design vocabulary” to allow creative expression in areas of two and three dimensions. As the year progresses, design projects increasingly interact with drawing, photography and design for print. In this way students develop an appreciation and competence over a broad range of communication problems, whilst allowing for development of special individual interests.

Photography
A comprehensive introduction to still-photography as a creative medium aimed at cultivating visual awareness in the student through study of controlled lighting, spatial relationships, form, product and fashion photography, photo-journalism, photo-reproduction techniques (e.g., developing and printing), pictorial editing, various color processes, and costing.

Design for Print
Introduction to a comprehensive study over the three years of the course, which includes reproduction of lettering, typographic and symbol design and illustration, and all aspects of production with particular emphasis on experimental work in offset lithography and screen printing.

Drawing and Technical Illustration
Expanding vision through assignments which develop control of drawing as a discipline for research and invention. Subject matter includes the figure, perspective, object drawing and natural forms.

Typing
A course of one semester duration, designed specifically for rapid keyboard familiarity to facilitate organised written assignment work, and later conversion to the electric direct impression type-composition methods used in the second and third year of the course.
History of Arts I
A course of study planned to create an awareness and appreciation of a variety of art forms in selected periods before the twentieth century and to provide a background for communication arts. Lectures, discussions, talks and assigned subjects, excursions, films and play readings, written reports covering specific aspects, e.g. local architecture, eastern art, western theatre and symbolism.

Social Science
A course in basic psychology relating to social issues and group behavior. Special emphasis is placed on the role of early socialisation and unconscious motivation relating to perception and the graphic arts.

Second Year Assigned Projects IIA
Largely a bridge between the formative studies of first year and the closely applied studies of third year. The aim of the second year is to bring the student to a professional standard of competence in the illustrative, typographic, written and oral presentation of ideas; in the arrangement of sequential information embracing publishing, advertising, sales promotion, merchandising and public relations, also for non-commercial areas such as education and community organisations.

Methods of Production
A comprehensive study of photomechanical and direct printing procedures. Photo-engraving, letterpress, offset lithography, roto-gravure, silk-screen, type identification, indication and specification, the point system, copy-casting, proof-reading, copy preparation techniques, practical exercises in direct impression type-setting for book, advertising and display typography.

History of Arts II
A study of influences within the arts in contemporary society including aspects of stylistic development within the Graphic Arts.

The second semester is given to a study of mass communications media such as print, radio, television and film, and the influence these media have on the community.

Sociology I
The subject examines theories of social differentiation, social change and the relevance of role theory, and the problems concerning the character of suburban life. Emphasis is placed on the results and values of planning in contemporary Australia.
Graphic art course (cont.)

Third Year  Assigned Projects IIIA
The final year student is encouraged to move towards one of the main studies with the aim of producing solutions to advanced problems of communication design at a professional level, e.g. advertising design in various graphic media, publication design, corporate image design or educational technology. Whenever possible and appropriate, the student is given the opportunity of undertaking commissions from industry.

Methods of Production
Advanced studies of photomechanical and direct printing procedures. Photo-engraving, letterpress, offset lithography, roto-gravure, silk screen, type identification, indication and specification, the point system, copy-casting, proof-reading, copy preparation techniques, practical exercises in direct impression type-setting for book, advertising and display typography. Cost estimating, mechanical art procedures, production control, paper considerations and field trips. Communication Theory is also included with Methods of Production studies.

Psychology
A basic course of two semesters designed to increase perceptual skills using specific areas of psychology. This course embraces social and inter-personal relations, dynamics of behaviour and creative thinking.

Materials
Generally students supply their own equipment and materials, but wherever possible a limited amount of material is supplied for assignment work. Students entering first year will be supplied with a separate materials list for miscellaneous items, but major items to be purchased include a camera (estimate $160) and a screen printing frame (estimate $10). Both items to be purchased only after consultation with the lecturer concerned. Annual allowance for expendable items of equipment and materials is estimated at:

First year — $150
Second year — $200
Third year — $200

References
Typography — Basic Principles
John Lewis (Studio Vista)
Photography
Zim & Burnett (Golden)
Photography Notes
Swinburne Press
Handbook of Advertising Production
Richard Schlemmer
Graphics Handbook
Ken Garland (Studio Vista)
Trademarks
Studio Vista
Art scholarships

The following unbonded scholarships are awarded on the recommendation of the staff of the Art School, and approved by the Head of the School. Full information is available on application to the Secretary, Art School. These scholarships are subject to special conditions and are for art students only.

A. E. Keating Award
An award of $50 is given each year to a deserving student in the third year of the Graphic Art course, to assist with fees, textbooks and materials.

S.P.A.S.M. (Singleton Palmer & Strauss McAllan)
Two scholarships are open to male and female students who are commencing the second or third year respectively of the Film and Television course. The value of each is $100 to assist the selected student with fees, textbooks and materials.

The Margery Withers Scholarship
Miss Margery Withers (later Mrs Richard McCann) was a member of the staff of this Art School from 1913 to 1928, and the Scholarship perpetuates her association with the College. Both Mr and Mrs McCann were well-known artists, and the executors of the estate generously established the endowment to assist a worthy student in the second year of the Graphic Art course. The value of this scholarship from interest on an amount invested is not less than $100 per annum, and is in perpetuity. Applications are invited from eligible students.

The Television Society of Australia Scholarship
This scholarship, to the value of $102 is awarded to an outstanding student about to commence the third year of the Film and Television course. The actual selection and presentation is made in November of the previous year, and the purpose is to assist a student with the cost of fees, textbooks and materials.

U.S.P. Needham Scholarship
The value of this scholarship is $102 which will be awarded to an outstanding student about to commence the second year of the Film and Television course. The actual selection and presentation is made in November of the previous year, and the purpose is to assist a student with the cost of fees, textbooks and materials.

(For general scholarships refer to page 40)
Film and television course

The aim of this course is to enable students to formulate ideas suitable for recording by film or video techniques.

Assigned Projects
Assigned Projects refers principally to film production or television production. In the first year these two areas of study alternate on a semester (half-yearly) basis. In subsequent years the student elects to specialise in film or television production for both semesters.

First year
AR151 Assigned Projects IA (two semesters) 18 hours per week
AR161 History of Arts I (two semesters) 3 hours per week
GS194 Social Science I (two semesters) 2 hours per week
AR171 Results of Studies I

Second Year
AR251 Assigned Projects IIA (two semesters) 18 hours per week
AR261 History of Arts II (two semesters) 3 hours per week
GS286 Sociology I (two semesters) 2 hours per week
AR271 Results of Studies II

Third year
AR351 Assigned Projects IIIA (two semesters) 18 hours per week
AR361 History of Arts III (two semesters) 3 hours per week
AR365 Methods of Prod. III (two semesters) 3 hours per week
AR371 Results of Studies III
Film and television course (cont.)

Subject details

First Year

Assigned Projects IA
A number of subjects fall under this general heading as follows:

Still Photography
A comprehensive introduction to still photography techniques including camera operation, sensitometry, film processing and printing.

Film Technology
An introduction to the theory and mechanics of film production. Aspects of study include camera operation, lighting, sound recording and film editing.

Production
The students, sometimes individually, but more often in crews, undertake the complete production of a series of short 16mm films. They are responsible for the scripting, setting, graphics, lighting, sound, camera operation and editing. By varying their area of responsibility from production to production the students gain insight into all aspects of the creative problem.

Television Technology
An introduction to the electronic, mechanical and human factors underlying videotaping.

Production
Working in crews of 11 or more, the students videotape a number of simple productions. They vary their area of responsibility from production to production. It is of great importance that the students learn to work efficiently as a member of a crew subordinate to a director and floor manager.

Concepts
The origins and development of drama are reviewed. Scenes from representative plays are staged and videotaped. The results are viewed and criticised by the group.

Two and Three Dimensional Design
An introduction to the principles of two and three dimensional design.

Script Writing
Introductory script exercises dealing with light, sound, movement, time, dramatic form, characterisation and content.

Personal Typing
All students will be encouraged to become proficient at typing.
History of Arts I
Two semesters are given to a broad review of selected aspects of the arts. Music and drama form the basis of these studies. These academic studies provide a background from which the film and television graduate may subsequently draw.

Social Science I
The first semester is a creative writing course, in which students are introduced to the elements of writing (characterisation, dramatic action, etc.) and taught to use writing as a tool for personal and social investigation. The second semester is given to a study of mass communications media such as print, radio, television and film, and the influence these media have on the community.

Second Year Assigned Projects IIA
Subjects under this general heading are as follows:

Film Technology
Further studies in the mechanical control of film production. The recording and editing of synchronous sound, A and B roll editing assembly, the deployment of music and sound effects, and the control of optical effects are amongst subjects taught.

Production
The students produce sociological and documentary films plus an individual experimental film. They usually form crews when attempting these subjects.

Script Writing
For one semester the students undertake the writing of a graded series of script exercises. Consideration is given to thematic development, characterisation, form, style, adaptation, personal philosophy, symbolism, time continuum, etc. Preliminary exercises culminate in the writing of a more ambitious film script.

Design
Exercises in set and costume design and the preparation of art work for animation.

Television Technology
More advanced studies in television theory which deal in greater depth with principles introduced in first year.

Production
Second year television production exercises are conducted on the basis of an experimental workshop, facilitating the staging and videotaping of short dramatic excerpts. Students vary their production roles from production to production.
Film and television course (cont.)

Concepts
Each student is required to prepare two scripts. The emphasis of one is on persuasion likely to change attitudes held by the audience, whereas the second simply aims to entertain. All scripts are produced and videotaped and the results criticised by the group.

Note: Though second year exercises in film and television production are usually attempted on a group basis, the individual student's progress in the course is measured increasingly in terms of the creative ability he is able to demonstrate.

History of Arts II
In second year this subject relates principally to the history of film. Representative "classics" and more recent films are screened and discussed. Students present criticisms of these films in written form.

Sociology I
The subject examines theories of social differentiation, social change and the relevance of role theory, and the problems concerning the character of suburban life. Emphasis is placed on the results of, and values implicit in, planning in contemporary Australia.

Third Year Assigned Projects IIIA
In his final year the student is concerned with the production of an experimental film, one or more persuasive film "commercials", and a film on a stipulated topic. Although a crew may assist with the realisation of these subjects, the final year student must be responsible for the script, direction and editing. In addition, material associated with production planning may be submitted for assessment.

Students electing to specialise in television must prepare a videotape of an experimental program, a propaganda or persuasion segment and a dramatic adaptation. This is a minimum requirement. Associated production plans and graphics may be presented.

Methods of Production III
The student is required to present a series of papers on aspects of contemporary film and television production. Potential subject areas evolve through group discussion.

History of Arts III
These studies centre on the philosophies and work methods associated with leading contemporary directors. The students present papers in which they review these factors in depth.
Material Costs

Although the College attempts to cover all production costs, the student nevertheless incurs considerable expenses in the course of the academic year relative to a range of supplementary materials. A recent survey has indicated that film and television students expend approximately $350 per year on materials and equipment. The main expense is a single-lens 35mm reflex camera. The possession of a still camera by the individual is highly desirable. Other than still cameras the College provides all equipment required for film and television assigned projects and meets the cost of sound and image recording materials. The student is provided with an itemised list of personal material requirements upon enrolment.

References

Film: Kirk Smallman, Creative Film Making.
Ed Pincus, Guide to Film Making.

Television: Millerson, The Technique of Television Production.
Clark, The Technique of the Television Cameraman.
About the College

Swinburne College of Technology is a tertiary educational institution which has a large measure of autonomy within the framework of the Victoria Institute of Colleges.

The College is recognised by the Commonwealth Government of Australia as a college of advanced education, and receives Commonwealth financial support on this basis. It has two main divisions: a tertiary division, and a technical college division for apprentices and technicians.

When the late Hon. George Swinburne conceived the idea of establishing a school in the eastern suburbs of Melbourne, he was not thinking of the tertiary institution that we now call the Swinburne College of Technology. Early in 1909, classes in carpentry, plumbing and blacksmithing began with a total of 80 students. The ideas developed and within a short time, there were both a boys' junior technical school, and one for girls. The original name was the Eastern Suburbs Technical College, but the name was changed to Swinburne Technical College in 1913, and in 1969 to Swinburne College of Technology.

In 1989 the secondary classes were formed into a separate school, under Education Department control. This Institution is only a few doors from the Swinburne College of Technology, and consequently the names are often confused. Those people who refer to the tertiary College as "Swinburne Technical School" perpetuate the mistake.

From these varied beginnings, Swinburne College of Technology has developed in its own right as a vocational tertiary institution. It offers diploma courses in the arts, fields of technology, science and business administration, and was the first college of technology affiliated with the Victoria Institute of Colleges to receive degree-granting status within some of its departments.

Swinburne College of Technology has planned an extensive building program. Additional floors have been added to existing buildings. The seven-storey McPherson Engineering Building and the five-storey Library Building are now in full operation. The next project on the building program will be an eleven-storey Business Studies and General Studies block on the northern part of the same site.
Courses available at Swinburne

The College offers many and varied courses of training at tertiary levels of education to students wishing to study applied science, art, business studies, engineering or general studies, and a wide range of extra-curricular activities. The present facilities at the College are being improved and expanded to meet the technological demands of the future.

The following courses are available:—

**Applied Science**
- Applied Chemistry
- Biochemistry

**Art**
- Graphic Art
- Film and Television

**Business Studies**
- Accounting
- E.D.P.
- Secretarial

**Engineering**
- Chemical Engineering
- Civil Engineering
- Electrical Engineering
- Electronic Engineering
- Heating, Ventilation, Air-conditioning and Refrigeration
- Mechanical Engineering
- Production Engineering

**General Studies**
- Languages
- Psychology
- Sociology

**Technical college division**
- Applied science (laboratory technician)
- Building
- Electrical
- Metal
- Mechanical
- Plumbing
- Production

General information about these courses is given on the following pages. For more detailed information there is a separate handbook published for each faculty.
College administration

Office-bearers and Members of the College Council, 1973

President  T. W. Higgins, FASA, FCIS
Vice-Presidents  W. P. Brown, FICE, FIEAust
               The Hon. R. J. Hamer, ED, LLM, MP
Hon. Treasurer  R. H. Fowler, FASA, FCIS
Council  W. J. Braden, BA, BEd
          H. E. Brehaut
          B. R. Martin, BMetE
          R. N. Morse, BSc, BE, FIEAust
          H. Nixon
          L. E. A. Orton, MArch, DipArch(DFN), ARIBA
          R. G. Parsons, OBE, MACI, MACS
          N. P. Watson, AASA, ACIS
          J. F. Williams, BE(Mech), MEngSc, PhD, MIEAust
Representing the staff  R. D. McMullen, BS, DipMechE, DipPsych, MIEAust, MACE
          K. A. May, BEMech, DipMechE, GradIAust
Representing the students  R. L. G. Smith
          P. S. Sullivan

Senior Academic Staff

Director  W. R. Longworth, MSc, PhD, FRICE, FRACI, MACE
Assistant Director (Engineering & Applied Science)  R. S. Davie, BE(Mech), CEng, FIProdE, FIEAust, MACE
Assistant Director (Art, Business Studies & General Studies)  L. M. Jenkins, BCom, DipEd, AASA, MACE
College administration (cont.)

Comptroller's Office

Comptroller F. G. Bannon, BCom, FASA, ACIS, LCA
Accountant D. F. Baker, AASA, ACIS
Assistant Accountant C. N. Sims, AASA
Maintenance Officer A. J. Kibble, CBuild, AAIB
Planning Officer T. Rosauer, BArch, FRAIA, ARIBA
Paymaster J. A. Maine
Purchasing Officer J. W. Courtney

Registrar's Office

Registrar G. L. Williamson, BSc
Secretary to the Faculty Boards R. T. Dawe, BA, LLB
Admissions and Examinations Officer R. K. Stewart, BEc
Staff Officer D. C. Wilson, BA.
Publications and Information Officer R. J. Cross
Student Records J. Wood
Correspondence Registry D. T. Coutts
College services staff

Applied Research & Development Division
Industrial Liaison Officer
A. N. McCleave, BE

Audio-Visual Aids Department
Officer-in-Charge
D. B. McAdam

Library
Chief Librarian
J. McL. Harley, BSc, DipEd, ALAA
Senior Librarian
W. Linklater, BA, DipLib
Librarians
A. G. Gregory, BA, DipEd, MACE, ALAA
E. J. Hallister, BA, MusBac, ALAA
P. Simmenauer, BA, DipLib
K. M. Villwock, BA, ALAA
Assistant Librarians
M. O’Connor, ALAA
A. Bendeler, ALAA

Student Counselling
Head
N. M. Niemann, BA, BSc, DipEd, MAPsS, MACE
Counsellors
J. E. Job, BA, DipPsych, MAPsS
R. D. McMullen, BSc, DipMechE, DipPsych, MIEAust, MACE

Student Warden
K. L. Goodman, BA, BCom, BEd

Chaplain
K. Eisenberg, LTh

Swinburne College Press
Manager
K. G. Woodward
College services

Applied Research & Development Division
Swinburne was the first College of Advanced Education to appoint an Industrial Liaison Officer to establish closer working relationships with industry. Industrial liaison centres operate at many tertiary colleges overseas. Larger organisations have been developed at various universities, enabling applied research and investigation to be carried out for a wide cross section of industry and commerce. This new division covers technical information services, testing and research, in addition to design and development of special projects. The Industrial Liaison Officer is located on level 5 in the Library.

Audio and Visual Aids
The Audio and Visual Aids Department assists staff in the presentation of the various aids to teaching. Services available are:
- 16 mm. sound film projectors, slide projectors, slide and tape recording synchronising, film strips, overhead projectors, transparency making.
The staff of the Department should be consulted about the use of this equipment, and about advance film bookings. A large number of reference catalogues are kept for this purpose. For more details of the above services refer to the Audio-Visual Aids information booklet.

Bookshop
At Swinburne there is a branch of Whitcombe & Tombs, the booksellers and publishers, where all prescribed texts and many reference books are sold. Also in stock is a large range of paperbacks — technical, general and fiction. Books not in stock may be ordered and information found on old or obscure titles. Student discount is allowed whenever applicable. All general stationery, including slide rules and drawing instruments, is kept as well as art materials. The Bookshop is open from 8.30 a.m. until 7.45 p.m. Monday to Friday throughout the year.

College Chaplain
Our full-time chaplain, Keith Eisenberg, is not an employee of the College, but has a wide responsibility to everyone at Swinburne regardless of any religious affiliation or lack of it. This responsibility is exercised through personal, confidential counselling; group discussions and consultation with members of staff regarding student welfare. New students particularly, should make themselves known to him, to help in what can be a difficult process — that of settling into a new and different environment. On campus his office is located at J2 on the ground floor of the ancient building, affectionately referred to as "The Ark". Keith may also be contacted on 81 0301, ext. 143.
Library

The central reference and lending library is housed in a new five-floor building with a capacity for 100,000 volumes, 650 readers and 50 staff. It is available for the use of all full-time and part-time staff and students from 8.45 am to 10 pm, Mondays to Fridays, during term, and from 9 am to 5 pm during vacation. It is open on Saturdays from 10 am to 5 pm.

Copying facilities are available at reasonable cost. The chief purpose of the Library is to supplement the formal instruction given in all courses of the College curriculum and to provide ample opportunity for recreational and general reading.

In 1972 the collection comprised some 52,000 volumes including fiction and bound periodicals. Approximately 1500 current periodicals were received, including a wide range of indexes and abstracts. Collections of records, tapes, slides and other audio-visual materials are being developed.

Library staff work in close association with teaching staff in developing these resources, and in helping the students (both in direct connection with their courses, and also in relating their specialist courses to society), by introducing them to a diversified collection of literature on all types of subjects.

Formal and informal instruction is given to students on the use of catalogues, reference works and bibliographical aids.

Publicity Office

The Publicity Office gathers information on College activities for release to the news media and for distribution within the College. This department also arranges tours of the College for school groups and other visitors.

A fortnightly newsletter is produced for circulation within the College, and a staff journal is published several times during the year. Faculty handbooks are prepared annually for prospective students and interested organisations.

Sports Association

A separate Sports Association has been set up at Swinburne to foster sporting activities. This association conducts both inter-faculty sport at Swinburne and inter-college sport in affiliation with the Victorian Senior Technical College Sports Association.

The following clubs are available:—

<table>
<thead>
<tr>
<th>Athletics</th>
<th>Gun &amp; rifle</th>
<th>Motor Cycle</th>
<th>Squash</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badminton</td>
<td>Golf</td>
<td>Rowing</td>
<td>Surfing</td>
</tr>
<tr>
<td>Basketball</td>
<td>Gym</td>
<td>Skin Diving</td>
<td>Swimming</td>
</tr>
<tr>
<td>Car Club</td>
<td>Hockey</td>
<td>Snooker</td>
<td>Tennis</td>
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<tr>
<td>Cricket</td>
<td>Judo</td>
<td>Snow Skiing</td>
<td>Table Tennis</td>
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<tr>
<td>Football</td>
<td>Karate</td>
<td>Soccer</td>
<td>Water Skiing</td>
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</tbody>
</table>
College services (cont.)

Student Counselling Department

Situated at 401 Burwood Road (side entrance) the office opens 9 am-5 pm interviews are preferably by appointment. The student counsellors are specialist members of the College staff who are ready to assist Swinburne students in many areas as indicated below. Prospective students may also consult the counsellors about courses available at Swinburne and related information.

Counselling

The basic purpose of a counselling service is to assist each student to obtain the maximum benefit from their time at college. Each counsellor, being a qualified psychologist, can help students to objectively examine their problems in a confidential and positive atmosphere. Effective guidance requires that the counsellors are accurately informed, particularly by those whose co-operation is necessary to carry out proposals agreed upon at a counselling interview. Therefore active liaison is maintained with all sections of the College and with outside organisations.

Accommodation

Assistance is provided for students seeking accommodation. The department helps to locate accommodation, consider its suitability and examine any associated obligations.

Educational guidance

Educational guidance embraces such matters as defining educational goals, the choice of courses, study methods, efficient learning and examination techniques. Advice is given regarding post-graduate studies at universities.

Employment service

Students seeking either temporary or permanent employment should register with the Student Counselling Department which receives inquiries from industry offering employment. Note: Students, particularly those in their final year, should be aware that the head of their department is also very much concerned that they should find suitable positions and can also actively assist students.

Financial assistance

The Swinburne Student Aid Fund, financed mainly by regular contributions from members of staff, provides short-term or long-term aid to approved students in need of assistance. The student counsellors are executive members of the committee controlling this fund. The Victoria Institute of Colleges has established a fund to provide loans to full-time students, subject to certain conditions. Further particulars and application forms are available from the student counsellors. The main scholarships and cadetships available are listed on page 46. Further information and application forms for these may be obtained from the Student Counselling Department.

Vocational guidance

The counsellors can offer advice and information to assist students with vocational objectives.
Student Union

Fees paid by students on enrolment include a union fee. The Union is designed to provide students with social activity, communication between students themselves, between students and college staff and the college administration.

The Union also provides a forum through which students can debate current affairs, develop cultural interests, take interest in the community at large and become active in the academic community life of the College.

The activities of the Union are administered by representatives elected by students of the College. The Union derives its funds through union fees from its members. Full-time students pay $7.00 and part-time students pay $1.50 annually.

The Union discusses and decides the best way these union fees are spent.

The Union funds are used to subsidise various student clubs and societies. This money also provides Union nights and other social functions. Affiliation with the Australian Union of Students (AUS), helps students obtain cheaper insurance, medical and dental benefits, travel, discounts on consumer and pharmacy lines.

The Union is always keen to hear from new students who want to participate in running student affairs. New ideas and another pair of hands are always welcome.

Student Publications

The Union publishes three publications: 'Scrag', a fortnightly newspaper; 'Swinopsis', the annual magazine of the College which contains articles written and illustrated by students on matters of local, national and international interest; and the 'Orientation Handbook', distributed each year to new students during orientation. A daily activities sheet is also published for students throughout the academic year.

For information about the Union, its activities, or those of any club or society, refer to the Orientation Handbook, or call at the Union office, 408 Burwood Rd, Hawthorn (phone 81 8444).
College services (cont.)

Student Warden

At the north end of the Lounge on the 2nd floor of the Ethel Swinburne Centre, the Student Warden is available to offer advice and assistance to College clubs, societies and individuals.

Suggestions for improvement to this service and the nature of the facilities in the Centre are always welcomed.

Swinburne College Press

The Publications Department was established in 1952 with a staff of three and one duplicating machine, so that staff and students might have materials prepared, collated and printed, either for sale or as class notes.

Over the years the department has been developed into the Swinburne College Press, with full offset printing facilities and ancillary equipment, permitting work of a professional standard. The specialist staff now number fifteen. There has been no change in the aims of the department; it exists to serve both staff and students. A large percentage of official College printing is now carried out by the Press, in the way of letter-heads, forms, brochures, leaflets, etc.

The Swinburne College Press is registered as such under the Business Names Act and is recognised as a publisher/printer by the Customs & Excise Department, enabling book bounty to be claimed on such items as fall within this category.
Application procedure

Full Time

Preliminary Year
(Sixth form equivalent)

Students from eastern regional technical schools should apply through their respective schools. Application forms will be forwarded to the principal of each school in November, 1972. Students from other than eastern regional technical schools, who wish to enter from fifth form level should note that no places will be offered in the preliminary year of the Art, Business Studies or General Studies courses in 1973. A limited number of places will be available, however, in the Applied Science and engineering faculties. Students who wish to enter these courses should contact the College Admissions Officer.

First Year

All applications for full-time study at first year level (i.e. immediately post H.S.C.), must be made through the Victorian Universities Admissions Committee. Full details of the admission procedure is available in the V.U.A.C. publication, "Guide for Prospective Students 1973", which, together with the application forms, has been distributed to all Victorian secondary schools.

Students currently sitting for Higher School Certificate, should complete the application form (Form A) through their school. Students who have previously passed H.S.C./Matriculation or are currently enrolled in preliminary year diploma classes, can obtain the application form (Form B) either from the college or direct from V.U.A.C. (450 St. Kilda Road, Melbourne).

The closing date for those students currently enrolled for either secondary or tertiary courses in Victoria is Monday, 20th November. The closing date for all other applicants is Friday, 3rd November.

Later Years

Application for second year and higher must be made direct to the college and not through the V.U.A.C.

Part Time

Preliminary Year
(Sixth form equivalent)

No part-time preliminary year places will be available in any faculty in 1973, apart from those offered in some faculties to students from technical schools in the eastern suburbs region.

First and Later Years

Application for part-time study at first year level and higher must be made direct to the college, and not through the V.U.A.C.

The closing date for all part-time study applications is 19 January 1973.
Fees

Fees set down, are subject to change by the College Council.

Full Time

The course fees are $100 per year, which are paid in two semester instalments. Sandwich students pay a course fee of $75 per year. There is also a college activities charge of $23 per year for all full-time students. Laboratory and practical work fees apply in some cases.

Part Time

The fee is $5 for each hour per week per half year, with a maximum fee of $50 per half year. The activities charge is $9 per year which is paid in two semester instalments. Laboratory and practical work fees apply in some cases.

General entrance requirements

To be eligible to enter the first year of any diploma course, applicants must have achieved Grade D, or higher, in at least four Higher School Certificate subjects, including English or have successfully completed the sixth form year at a technical college or school, or have successfully completed the equivalent of a sixth form year.

Prerequisites

Art

There are no prerequisite subjects, but candidates should note that an art aptitude test will be held in January 1973, and will form part of the selection criteria.

Applied Science

Students are strongly recommended to have passes in chemistry, physics and mathematics at H.S.C. level. Students who wish to enter the preliminary year must have passes in Mathematics I & II, Physics, Chemistry and English at fifth form level.

Business Studies

Mathematics, at least to Leaving level is recommended.

Engineering

Passes in chemistry, physics, pure mathematics and applied mathematics at H.S.C. level are strongly recommended. Applicants who wish to enter the preliminary year must have passes in Mathematics I & II, physics, chemistry and English at fifth form level.

General Studies

No special prerequisites; but applicants for the language stream may be required to take an aptitude test.
Enrolment and examinations

Each student must enrol not later than the end of the fourth week of each semester. During the semester every student will be sent by mail a statement showing the subjects/units for which he is enrolled. This statement should be checked by students and any errors reported to the Student Records office. The information contained on these statements (amended if need be), will form the basis of examination entry.

Students wishing to withdraw from a subject/unit or to record some other enrolment change, should consult the Student Records office. Students who withdraw late in a semester may have a fail recorded against that particular subject/unit.

Candidates unable to present for a final examination because of ill health, must submit a medical certificate to the Students Record Office within 48 hours of the date of the final examination.

Consideration will be given to the granting of a special examination, and candidates will be notified by mail of the decision.

Results

Examination results will be displayed on the examination notice boards. Results of examinations or examination timetables will not be given over the phone.

Queries concerning examination numbers, examination results, etc., must be directed to Student Records. Identification cards must be produced.

Application for a review of results can be made at the General Office. Reports on final examinations are available in two categories.

a) A statement showing marks gained for each question or part of question:— Fee $1.00.

b) A detailed report by the examiner:— Fee $10.00.

Application must be made within 30 days of the publication of the examination result in the subject.

Special exams

A student who has obtained all subjects bar one subject for his diploma, and has failed in that subject at the most recent final examination, shall be entitled to make application to the Director for permission to sit for a special examination. Candidates will use the same number as used for the final examinations.

Application must be made within 30 days of publication of the examination result in the subject, and forms are available from the General Office.
Allowances

Eligibility

A student not attending the nearest college to his residence may receive an allowance if —

a) he applied for, and was refused admittance to the college or colleges nearer his home, and he can produce documentary evidence to this effect;

b) he can maintain that it is cheaper and easier to travel to Swinburne.

Students who think they may be eligible should inquire at the General Office before March 1. All application forms must be returned to the General Office before March 31.

Students who have been granted allowances in a previous year will continue to receive payments without re-applying each year, provided their place of residence and schools remain unchanged. Students who change their address must complete another application form, available from the General Office.

Fare concessions

Applicants must take full advantage of concessions in fares since students travelling by rail or tram will be paid only the cost of special concession tickets. Wherever practicable, students must avail themselves of rail transport.

Students travelling by more than one means of conveyance (rail and bus, tram and bus, etc.) may receive an allowance only for that transport involving the greater fare unless the distance travelled by each form of transport is at least three miles.

Except in special cases approved by the Minister of Education, a conveyance allowance in excess of $100 per annum will not be paid on behalf of any student. Eligible students who use as their means of transport, bicycles, private motor cars, motor cycles, etc., are entitled to allowances at the rate of $20 per annum.

Claim forms

Claim forms, available from the General Office, must be completed at the end of the academic year, and lodged at the General Office. A stamped, addressed envelope must be handed in with the claim form. Reimbursement will be made early in the new year.
Conferring of Diplomas

Students eligible to receive diplomas or certificates are required to make application on the form prescribed, available from Student Records or the General Office. Diploma applications close on April 30 of the year in which they desire to have them conferred and certificate applications close on March 31.

Degree Qualifications

The degrees awarded by the Victoria Institute of Colleges for courses undertaken at this College, are:

Bachelor of Applied Science
  in Chemistry ................................ B.App.Sc.(Chem.)
Bachelor of Business ................................ B.Bus.
Bachelor of Engineering
  in Civil Engineering ................................ B.Eng.(Civil)
Bachelor of Engineering
  in Mechanical Engineering ................................ B.Eng.(Mech.)
Bachelor of Engineering
  in Production Engineering ................................ B.Eng.(Prod.)

Diploma Qualifications

Diploma of
  Chemical Engineering ................................ Dip.Chem.E.
  Civil Engineering ................................ Dip.C.E.
  Electrical Engineering ................................ Dip.E.E.
  Electronic Engineering ................................ Dip.E.E.
  Heating, Ventilation, Air-conditioning and Refrigeration ........ Dip.H.V.A.C. & R.
  Mechanical Engineering ................................ Dip.M.E.
  Production Engineering ................................ Dip.Prod.E.
  Art ................................ Dip.Art

Post Diplomas

Post Diploma in
  Business Studies
    Civil Engineering
    Heating, Ventilation, Air-conditioning and Refrigeration
    Industrial Management
Scholarships

Scholarships listed below are those for which students currently undertaking diploma and degree courses can apply. There are also scholarships awarded at the secondary level of schooling, which carry over to such courses.

*Applications should be lodged at the College two weeks before the closing date.

Open Scholarships

*Commonwealth Advanced Education Scholarships: Applications close September 30. Free tuition and a living allowance subject to a means test.

*Senior Technical Scholarships: Applications close September 30. Preliminary year students may apply. Value $60 p.a., plus a living allowance of up to $416 p.a., subject to a means test.

*Walter Lindrum Memorial Scholarship: Applications close November 1. Open to a student qualified to commence the first year of a diploma course. Value $240 p.a.

Bonded Cadetships & Studentships

*Technical Studentships: Applications close October 24. For students who are interested in technical school teaching as a career. Must have completed the preliminary year of a diploma course. Value from $1338 to $1747 p.a.

Melbourne and Metropolitan Board of Works: The M.M.B.W. offers cadetships available to students commencing or continuing courses in a number of disciplines. The Board pays all compulsory fees, a book allowance and a living allowance ranging from $850 p.a. for the first year to $1100 p.a. for the fourth year. Cadets are employed by the Board during the long vacations and are required to work for the Board after graduation for a certain period. Application details will be published each year in Melbourne newspapers prior to the closing date.

Unbonded Scholarships

(but subject to special conditions)


*Kew City Council Scholarships: Applications close December 1. Two scholarships available to the sons of Kew ratepayers for the second or third year of a diploma course. Preference will be given to students interested in municipal engineering as a career. Value $100 p.a.

*Alexander Rushall Memorial Scholarships: Applications close December 1. Awarded to Protestant boys subject to a means test. Value $40 to $200 p.a.
University Scholarships

Bonded

*State Electricity Commission*: Applications close November 30. Available to students who are in the final year of a diploma course.

Country Roads Board: Applications close early December. Available to students who are in the final year of a diploma course.

Unbonded

Commonwealth University Scholarships: Applications close September 30. Free tuition and a living allowance subject to a means test.

Commonwealth Advanced Education Scholarships: Applications close September 30. Holders of these scholarships may, subject to certain conditions, have them extended after the completion of a diploma to cover further study for a university degree.


Gowrie Scholarships: Applications close November 30. Available to the sons and daughters of ex-servicemen or women who served in the combat area 1939-45. Value $150 p.a.

*Dafydd Lewis Trust*: Applications close December 1. Subject to a means test. Students completing a diploma and who will be under 20½ years of age on January 1 may apply. Available for degree courses at a university or a college affiliated with the V.I.C.

Broken Hill Proprietary Co. Ltd.: Students interested must write personally to the company seeking details and application forms.
LOCATION KEY

A Administration and Business Studies, Bookshop, Swinburne College Press, Publicity Office.
B Classrooms
C Library
D Building Construction
E Ethel Swinburne Centre, Cafeteria.
G Chemistry
H McPherson Engineering Building, Computer Studies, General Studies, Mathematics, Mechanical Engineering, Production Engineering.
J Classrooms, Chaplain
K Student Counselling, Scrag Office
M Art
N Plumbing and electrical trades
P Maintenance centre
Q Gymnasium
V Audio and Visual Aids
S Student Union, A.U.S.
T Public telephone
1973 CALENDAR

JANUARY
3 General office re-opens 8.45 pm - 5 pm
19 Last day for applications for all tertiary courses
29 Australia Day
30 Enrolment of new students begins

FEBRUARY
12 Semester I begins for preliminary year and later year students
15 Welcome to new students — no preliminary year classes
16 Orientation — no preliminary year classes
19 Semester I begins for first year students
26 Last day for payment of fees without incurring late fee

MARCH
12 Labour Day
16 Final day for payment of first semester fees
30 Applications close for certificates to be conferred in 1973

APRIL
18 College closes at 9.30 pm for Easter break
25 Anzac Day
28 College resumes after Easter break
30 Applications close for diplomas to be conferred in 1973

MAY
11 College closes at 9.30 pm for mid-semester break
21 College resumes

JUNE
4 Queen's Birthday
8 Classes finish at 9.30 pm
18 Examinations commence

JULY
4 Certificate conferring
6 End of Semester I
16 Semester II begins
30 Last day for payment of fees without incurring late fee

AUGUST
8 Diploma conferring
10 Final day for payment of second semester fees
31 College closes at 9.30 pm for mid-semester break

SEPTEMBER
10 College resumes
27 Show Day
28 Closing date for Commonwealth Advanced Education Scholarship applications

NOVEMBER
2 Classes finish at 9.30 pm
6 Cup Day
12 Examinations commence

DECEMBER
14 Semester II ends
21 College closes.
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Production; Publications & Information Section
Printers; Florimont Printers Pty. Ltd., Hawthorn.