School of Art Handbook

1974

Information as at October 1973

Swinburne College of Technology,
John Street, Hawthorn, Victoria.

P.O. Box 218, Hawthorn, 3122. Telephone 81 0301.
INTRODUCTION TO SWINBURNE

Educational activity of one kind or another has been conducted on the present college site since 1909. Early in that year classes were conducted in carpentry, plumbing and blacksmithing, with a total of 80 students. The institution grew and within a short time there developed a boys' junior technical school and a girls' school. The college was originally called the Eastern Suburbs Technical College. This name was changed in 1913 to Swinburne Technical College to commemorate the Hon. George Swinburne, a former mayor of Hawthorn, whose energies were largely responsible for the college's initial establishment. In 1969 the college adopted its present title: Swinburne College of Technology.

It is worth adding here, to avoid confusion, that although names are similar, the college has no formal connection with the Swinburne Technical School or with the Swinburne Community School.

The college is now an autonomous institution affiliated with the Victoria Institute of Colleges, and as such is recognised by the Australian Government as a college of advanced education.

From these varied beginnings, Swinburne College of Technology has developed in its own right as a vocational tertiary institution. It is the second largest college of advanced education in Victoria. Enrolments at the tertiary level in 1973 are 1,890 full-time and 2,150 part-time students.

The college offers diploma courses in the faculties of Applied Science, Art, Business Studies, Engineering and General Studies and, within these same faculties, degree courses in the fields of graphic design; applied chemistry; business; and civil, electrical, mechanical, and production engineering. Further degree courses (in general studies and certain areas of applied science) are awaiting approval from the V.I.C.

The college has an extensive building programme under way. The five-level library building was occupied in February 1972 and an eleven-storey Business and General Studies block to the north of the library will be occupied in 1974.
COURSES AVAILABLE AT SWINBURNE

The college offers a variety of courses at tertiary level to students wishing to study applied science, art, business studies, engineering or general studies; a wide range of technician and trade courses; and diverse extra-curricular activities. The facilities of the college are constantly being improved and expanded to meet the technological demands of the future.

Courses are available in the following areas:

**Applied Science**
- Applied chemistry
- Biochemistry

**Art**
- Graphic design
- Film and television

**Business Studies**
- Accounting
- Electronic data processing
- Secretarial practice

**Engineering**
- Biochemical engineering
- Chemical engineering
- Civil engineering
- Electrical engineering
- Electronic engineering
- Heating, ventilation, air-conditioning and refrigeration
- Industrial management
- Mechanical engineering
- Production engineering

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

**Technical College Division**
- Building trades - apprenticeship and technician
- Electrical trades - apprenticeship and technician
- Metal trades - apprenticeship and technician
- Plumbing and gasfitting trades - apprenticeship and technician
- Higher technician
- Design drafting
- Preliminary year (form VI tertiary-oriented)
APPLICATION PROCEDURE - TERTIARY COURSES

Full-time studies

Application to enrol in first year (post form VI entry):
With the exception of students currently enrolled at Swinburne for the preliminary year, all applicants for full-time study at the first year level (that is, the year immediately after Higher School Certificate) must be made through the Victorian Universities Admissions Committee (VUAC).

The VUAC issues two types of application form - Form A and Form B.

Form A is for use only by students currently undertaking full-time study for the Higher School Certificate. Forms have been distributed to all Victorian secondary schools, as have copies of the VUAC publication "Guide for prospective 1974 students" which outlines the procedure to be followed for making application.

Form B is to be used by all applicants not currently enrolled for the Higher School Certificate and, together with the "Guide to prospective 1974 students", may be obtained from either the college Admissions Officer or from the offices of VUAC, 450 St. Kilda Road, Melbourne 3004.

The closing date for all applications is 12 November 1973. In all cases the application forms must be sent directly to VUAC and not to the college.

Applications to enrol in second year and higher:
Please apply direct to the college and not through the VUAC. Application forms can be obtained from our Admissions Officer, Mr. R.K. Stewart, ext. 162.

Part-time studies

All applications for enrolment in part-time courses must be made directly to the college. Application forms are available from the college Admissions Officer, Mr. R.K. Stewart, ext. 162.

Applications for enrolment in part-time courses should be received by the college by the following dates:

General Studies: 30 November 1973
Business Studies: 18 January 1974
Applied Science: 1 February 1974
Engineering: 1 February 1974

No places are available for part-time Art courses.
Entry requirements

All degree and diploma courses commence from the post sixth form level. Wherever entry is specified as from fifth form level, this means entry into the preliminary year, apart from the Technical College Division courses.

To be eligible to enter the first year of any degree or 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 an equivalent qualification.

Deferred entry

Students who are offered a full-time place in first year for 1974 may apply for deferment until 1975. Applications must be addressed to the Registrar, and must be made at the time an offer of a place at the college is made:

Deferment will be virtually automatic for those students who apply as soon as they receive an offer. Later applicants may be asked to give reasons for their request for deferment and, in those cases, the head of the particular department will have the final decision. Students who have been granted deferment will be informed in writing by the Registrar.

Deferrals will be valid for one year only and only for entry to the particular course for which the original offer was made.

Should a student who has been granted a deferment apply to another faculty or to another college or university, the offer of a reserved place will lapse.

Mature entry

The college has provision for mature entry to courses. Applicants in this category should forward details of their previous academic background (or reasons for the lack of it) to the Registrar.

Offers of places at the college will be made on the merits of the particular case and the Registrar will notify successful applicants in writing.

It should be noted that the scheme is not intended for the rehabilitation of students who have recently failed the Higher School Certificate examinations.
PRELIMINARY YEAR  (sixth form equivalent)

There are two streams of teaching in the preliminary year for students wishing to undertake the following courses:

a) Art, Business Studies, and General Studies
b) Applied Science, and Engineering

The Applied Science and Engineering stream is open to all students who have the necessary prerequisites.

However, only students from eastern regional technical schools will be admitted into the Art, Business Studies and General Studies stream.

The Applied Science and Engineering stream can be undertaken by either full-time or part-time study. The Art, Business Studies and General Studies stream is available only for full-time study.

Entrance requirements

Students wishing to enter the Applied Science and Engineering stream should have passed English, physics, chemistry and mathematics at the fifth form level.

No prerequisite subjects are set for students wishing to enter the Art, Business Studies and General Studies stream. However students should have satisfactorily completed their fifth form studies at an eastern region technical school.

Subjects available at preliminary year level:

**Applied Science and Engineering stream** -
Chemistry
Mathematics
Physics
English Expression

**Art, Business Studies and General Studies stream** -
English Expression
Study Methods and Efficient Reading
History of Western Civilization
Introduction to Modern Government
Study of Ideas
Personal Typing
Data Processing Fundamentals
Computing Methods and Statistics I-statistics
Computing Methods and Statistics I-mathematics
History of Arts
Attitudes in 19th Century Australia

(Cont.)
Application procedure (preliminary year)

Students from eastern regional technical schools should apply through their respective schools. Application forms will be available from the principal of each school in November 1973. The college cannot guarantee places for eastern regional technical school students whose applications are received after 7 December 1973.

All other applicants should obtain an application form from the college Admissions Officer, Mr. R.K. Stewart (ext. 162). The closing date for applications is Friday 18 January 1974.
ENROLMENT 1974

All new students will be required to pay the general service fee at the time of enrolment. Enrolment is not completed until the general service fee has been paid.

Confirmation of enrolment

Early in each semester students will receive by mail a confirmation of enrolment card which will list their name, address, student identification number, and the subjects for which they are enrolled. Each student will be required to return the confirmation of enrolment card to the Student Records office by the date printed on the card. The information contained on these cards (plus any subsequent amendments) will form the basis of examination entry. Failure to return the card by the due date will be construed as signifying that the student has withdrawn from all study at the college. The student will then be struck off the class lists and examination and assessment lists for all the subjects for which the student has enrolled.

Amendment to enrolment details

Students should note that the confirmation of enrolment card does not make any provision for changing the subjects for which a student is listed as enrolled. The cards will be printed from the computer record of subjects and units for which the student has enrolled at the beginning of semester.

If any of the subjects listed on the card have been dropped, or any new subjects added, the student must complete a change of enrolment form which is available from the student's department, and lodge it at the Student Records office with the confirmation of enrolment card.

Students wishing to record some other enrolment change, e.g. address, should consult the Student Records office. Students who withdraw after the seventh week of semester will have a fail recorded against that particular subject/unit.

Students who at any time believe that college records may not show their current address should notify the Student Records office.
Examination timetables
Approximately half way through each semester, a provisional examination timetable will be posted on the notice board in the quadrangle. Students should note their examination times and immediately report any clashes to the Examination Officer, Mr. R.K. Stewart. The final timetable, without room allocations, will be posted approximately one month later. Room allocations will be posted at least one week before classes end.

It is the responsibility of students to ascertain dates and times of examinations. No information will be given by telephone.

Conduct of examinations
1. Unless otherwise stated on the timetable, morning examinations will commence at 8.50 am and afternoon examinations will commence at 1.20 pm.

2. Students must take their "Confirmation of Enrolment" cards into the examination room.

3. Students are required to provide their own slide rules and drawing instruments.

4. Students will not be permitted to enter the room after half an hour has elapsed from the commencement of examination, and will not be permitted to leave until half an hour after commencement of examination.

5. Four-figure mathematical tables will be supplied where necessary.

Absence from examinations
Students who are absent from an examination due to illness or other reason and who wish to apply for a special examination must apply through the Student Records office. Such an application must be accompanied by evidence (e.g. medical certificate) that there was a genuine inability to attend the examination. The application must be lodged at the Student Records office within 48 hours of the examination.

Students who are absent from an examination through misreading the timetable are not automatically entitled to a special examination. Students in this position should contact the head of their awarding department.
Publication of results

Examination results will be displayed in the Ethel Swinburne Centre at dates and times to be announced. Examination results will not be given over the telephone.

The following marking scheme will be used for all tertiary subjects:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1</td>
<td>Outstanding performance</td>
</tr>
<tr>
<td>H2A</td>
<td></td>
</tr>
<tr>
<td>H2B</td>
<td>Pass with varying degrees of distinction. Each category represents approximately equal increments in standard.</td>
</tr>
<tr>
<td>H3</td>
<td></td>
</tr>
<tr>
<td>P1</td>
<td></td>
</tr>
<tr>
<td>P2</td>
<td>Minimum pass level</td>
</tr>
<tr>
<td>N</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Report on results

Applications for a report on results can be lodged with the cashier at the General Office.

Reports 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 for either category of report must be made within 30 days of the publication of the examination result in the subject.

If you have any queries concerning the following matters, please contact Student Records or the Examinations Office, as listed:

Awards
Enrolment details
and amendments.
Exemptions
Examination results

Examination timetable: Mr. R. Stewart (A18) Mrs. L. Gillan (A22)
Degree, diploma and certificate awards

Students who hope to complete the academic work for their courses at the end of semester II, 1974 should apply now for the award. Applications should be lodged at the Student Records office.

Degrees

Under the system of tertiary education operating in Victoria, the colleges of advanced education are co-ordinated under a corporate body known as the Victoria Institute of Colleges. Apart from its co-ordinating role, the VIC is the degree-conferring authority for all colleges of advanced education. By this means the community is assured that a student successfully completing a course has a recognised qualification which, in the words of the VIC Act, "is comparable in standard (though not necessarily similar in kind) to that required for the award of a degree at the universities of Victoria".

Degrees are conferred by the VIC on certification by this college that the student has completed the requirements to be admitted to the particular degree. Students who hope to qualify for a degree at the end of semester II, 1974 should lodge their application forms at the Student Records office now to ensure that the necessary certification may be completed at the earliest opportunity. Such certification can affect a graduand's status in industry; thus early completion of the necessary checking is essential.

The 1974 degree conferring ceremony will be held on 20 May 1974 at the Dallas Brooks Hall, East Melbourne.

Diplomas and certificates

Students should note that periods of industrial experience are required to qualify for the award of the following diplomas and certificates:

- Biochemistry diploma: 12 weeks
- Applied Chemistry diploma: 12 weeks
- All engineering diplomas: 12 weeks
- Applied Chemistry certificate: 4 years
- All engineering certificates: 4 years
If industrial experience has not been completed at the time of lodging the application for the award, students should attach a note explaining when they expect to complete it. Students who have not yet commenced employment should advise the Student Records office to that effect, and should again contact the office when they actually take up employment.

The 1974 diploma conferring ceremony will be held on 29 July 1974.

Exemptions

Where a student has undertaken a subject at another institution and wishes credit for that subject to be given towards a course at Swinburne, formal application for such an exemption must be made. Application forms are available from, and should be lodged at, the Student Records office. Original documentary evidence should be attached to every application. Original documents will be returned to the applicant if a photostat copy is also attached. Students should apply for exemptions at the earliest possible time. Students who have claims for exemptions for which they have not applied, and which they wish to claim, should apply immediately.

Students nearing completion of their course

Students nearing completion of their course may obtain a statement indicating those subjects passed and those subjects still required to complete their courses for a fee of $1.

A student who has obtained all subjects except 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 to the Registrar within 30 days of publication of the examination result in the subject.

Any student who has been involved in a change of syllabus (for example from the 1960 syllabus to the 1965 revised syllabus, or to the 1972 syllabus etc.) and who has not previously obtained a statement, would be wise to do so before they are in their final semester.
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 and degree applications close on April 30 of the year in which students wish to have them conferred, and certificate applications close on March 31.

Degree qualifications

The degrees awarded by the Victorian Institute of Colleges for the courses undertaken at this college are:

- Bachelor of Applied Science in Applied Chemistry
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in General Studies
- Bachelor of Business
- Bachelor of Engineering in Electrical Engineering
- Bachelor of Engineering in Civil Engineering
- Bachelor of Engineering in Mechanical Engineering
- Bachelor of Engineering in Production Engineering

Bachelor of Applied Science (AppChem)
Bachelor of Arts (BA)
Bachelor of Business (BBus)
Bachelor of Engineering (Electrical Engineering: BEng(Elec))
Bachelor of Engineering (Civil Engineering: BEng(Civil))
Bachelor of Engineering (Mechanical Engineering: BEng(Mech))
Bachelor of Engineering (Production Engineering: BEng(Prod))

Diploma qualifications

- Diploma of Applied Science (Applied Chemistry)
- Diploma of Applied Science (Biochemistry)
- Diploma of Engineering (Chemical)
- Diploma of Engineering (Civil)
- Diploma of Engineering (Electrical)
- Diploma of Engineering (Electronic)
- Diploma of Engineering (Mechanical)
- Diploma of Engineering (Production)
- Diploma of Art
- Diploma of Business Studies (Accounting)
- Diploma of Business Studies (Data Processing)
- Diploma of Business Studies (Secretarial)
- Diploma of General Studies

Diploma of Applied Science (AppChem)
Diploma of Applied Science (Biochem)
Diploma of Engineering (Chem)
Diploma of Engineering (Civil)
Diploma of Engineering (Electrical)
Diploma of Engineering (Electronic)
Diploma of Engineering (Mechanical)
Diploma of Engineering (Production)
Diploma of Art
Diploma of Business Studies (Acct)
Diploma of Business Studies (DP)
Diploma of Business Studies (Sec)
Diploma of General Studies

Graduate Diplomas

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

Tertiary level

The Australian Government has advised that, from the beginning of 1974, all tuition fees for tertiary level study will be abolished. However, Union fees will still be payable.

As no further details of the Government’s proposals are to hand at the time of preparation of this handbook, intending students are advised to watch the various news media for further information.

Union fees are as follows:

- Part-time students: $10.00
- Sandwich course students: $16.50
- Full-time students: $23.00

Technical College Division

Fees are paid half yearly and are subject to any change by the college council.

- Apprentices: Tuition fees - $10.00
  Union fees - $3.00
- Others: Tuition fees per subject hour - $5.00
  Union fees - $3.00

CONVEYANCE ALLOWANCE

Preliminary year students under 21 years of age, whose place of residence is situated outside a radius of three miles from the college, may make application for a conveyance allowance provided there is no other institution nearer their home than Swinburne which provides a course of study comparable with that desired by the student. Distances are calculated on a radial basis on a map supplied by the Education Department, a copy of which can be viewed at the General Office of the college.

Students not attending the college nearest to their residence may receive an allowance if:

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

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

(cont)
Students who think they may be eligible for a conveyance allowance should inquire at the college General Office before 1 March 1974. All application forms must be returned to the General Office before 31 March 1974.

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 $130 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.
COLLEGE SERVICES

Audio-visual Aids

The Audio-visual Aids Department assists in the production and presentation of the various aids to teaching, including film projection, tape recording, slide and transparency making, enlarging and reducing photographic material, general photography, cine photography, closed circuit television, short term loan of slide projectors, tape recorders and other audio-visual equipment.

Bookshop

Whitcombe & Tombs, booksellers and publishers have a branch office at Swinburne, 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 wherever applicable. All general stationery, including slide rules and drawing instruments, is kept as well as art materials.

The bookshop is open from 8.30 am until 7.45 pm Monday to Friday throughout the year.

Central Technical Services

Central Technical Services provides production and servicing facilities for electronic and mechanical equipment at the college.

The two workshops, with their staff of technicians and instrument-makers assist in the design and production of experimental, research and teaching equipment for all faculties of the college. The workshops have produced varied equipment such as a ground movement for soil testing in civil engineering, lightproof boxes for botany experimentation, and animation stands for cartoon production.

College chaplains

The chaplains are not employees of the college, but have a wide responsibility to everyone at Swinburne regardless of religious affiliation, or lack of it. This responsibility is exercised through personal confidential counselling; through group discussions and consultations with members of staff regarding student welfare.

New students particularly should make themselves known, as settling into a new and different environment can sometimes be a difficult process.
College Press

The publications department was established in 1952 with a staff of three and one duplicating machine. Over the years, the department has developed into the Swinburne College Press, with a specialist staff of fifteen and full offset printing facilities, permitting work of a professional standard.

The Press serves both staff and students by preparing, collating and printing material either for sale or as class notes. A very large percentage of official college printing is now carried out by the Press, in the way of letterheads, forms, brochures, leaflets, vouchers, enrolment forms, examination booklets, handbooks, etc.

The Swinburne College Press is registered as such under the Business Names Act and is recognised as a publisher/printer by the Customs and Excise Department, enabling book bounty to be claimed on such items as fall within this category. This latter concession is passed on to students by way of reduced prices for manuals which are sold across the counter.

Information Office

The information office gathers details of college activities for release to the news media and for dissemination within the college. The office also arranges tours of the college for school groups and other visitors, and is responsible for producing the college Newsletter (fortnightly), prospectus (annually) and the faculty handbooks (annually).

The Library

The central reference and lending library is housed in a new five storey building with an ultimate 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, and is normally open from 8.45 am to 5 pm during vacation. It is also open on Saturdays, public holidays and vacations, according to demand.

Most of the material held by the library is available for loan to staff and students of the college, and copying facilities are available at reasonable cost.
The major purpose of the library is to supplement and support the formal instruction given in all courses of the college curriculum and to provide ample opportunity for recreational and general reading.

In 1973, the collection comprised over 60,000 volumes including fiction and bound periodicals. Over 1500 current periodicals are 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.

Swinburne Applied Research and Development Division (SARDD)

Swinburne was the first college of advanced education in Victoria 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.

The Swinburne applied research and development division covers technical information services, testing and research, in addition to design and development of special projects.

The Industrial Liaison Officer Mr Frank Lees is the executive officer of SARDD, and he is located in the library building.

Student Warden

The Student Warden, Mr. K. Goodman, is the executive officer of the college House Committee and is the overseas student counsellor. The House Committee consists of some members of the college council, students and staff. This committee is responsible for the maintenance, development and general welfare of all areas of the college providing for the cultural and recreational activities of the college community.
The office of the Student Warden is at the north end of the lounge, level four, Ethel Swinburne Centre. Enquiries concerning clubs and societies, use of the centre and of the annexe at 408 Burwood Road for meetings and functions or enquiries concerning non-academic problems are welcome.

**Student Counselling**

The Student Counselling Department is situated at 401 Burwood Road. The counsellors are specialist members of the college staff available to assist Swinburne students in the many areas as indicated below. Prospective students may also consult the counsellors about courses available at Swinburne and related information.

*Counselling:*

This basic function involves an individual, confidential counsellor-student relationship in which the counsellor, being a qualified psychologist, can help students to develop academic, personal and social skills, particularly with a view to deriving the maximum benefit from their time at Swinburne.

*Educational guidance:*

Counselling frequently involves such matters as defining educational goals, the choice of courses, study methods, efficient learning and examination techniques. Advice is also given regarding post-graduate studies.

*Vocational guidance:*

Counsellors also assist students to clarify vocational objectives.

*Employment service:*

Students seeking either temporary or permanent employment should register with the Student Counselling Department which receives offers of positions from commerce, industry and Government departments. A copy of the current Graduate Careers directory is available for all final year students who are also assisted in making direct contact with employer representatives by means of interviews at the college.
Financial assistance:

The Swinburne Student Aid fund, financed by regular contributions from members of the college staff, provides short-term assistance to approved students in financial difficulty.

The Victoria Institute of Colleges student loan fund provides loans to full-time students subject to certain conditions.

The Commonwealth "Help for Needy Students" fund may also be a source of substantial assistance to students.

The main scholarships and cadetships available are listed below. Application forms and further information about the above, and other, sources of financial assistance may be obtained from the Student Counselling Department.

SCHOLARSHIPS

In addition to the abolition of tuition fees in tertiary institutions the Commonwealth Government has announced that financial assistance will be available to full-time students subject to a means test and certain other conditions. In general these conditions are similar to those which have applied previously to the living allowances that were provided for holders of Commonwealth University and Advanced Education scholarships. This is also assumed to be the case in respect to the actual rates of benefit (not yet announced at the time of printing this handbook).

The above provisions may produce changes in existing scholarships and the statements made below should be checked by inquiry at the Student Counselling Department. Scholarships listed are those for which students undertaking diploma and degree courses in 1974 may apply.

OPEN SCHOLARSHIPS

*Senior Technical Scholarships:

Applications close 30 September. Form 6 and 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 1 November. Open to a student qualified to commence the first year of a diploma course. Value $300 p.a.

SCHOLARSHIPS SUBJECT TO SPECIAL CONDITIONS

*Gowrie Scholarships
Applications close 30 November. Available to the sons and daughters of ex-servicemen or women who served in combat areas during 1939-45. Value $80 p.a.

*Alexander Rushall Memorial Scholarships
Applications close 30 November. Available to Protestant boys - subject to a means test. Value $40 to $200 p.a.

*Dafydd Lewis Trust Scholarships
Applications close 30 November. Available to male students under 20½ years of age on 1 January next who have been educated in Victoria for at least five years immediately preceding the award of a scholarship and who will be qualified to proceed with degree-level study in 1974. Subject to a means test. Value $1000 to $1600 p.a.

Stock Exchange of Melbourne Scholarships
No formal application required. Eight scholarships awarded annually to students who have completed the preliminary year of Business Studies. Tenable for one year. Value $80.

BONDED CADETSHIPS AND SCHOLARSHIPS

*Teaching Studentships
Applications close 19 October. Students at any stage of a tertiary course (including preliminary year) who are interested in teaching as a career are eligible to apply for any of the following:

Primary: 3 year Diploma of Teaching at a primary teachers' college.

Secondary: Degree courses (other than Engineering) followed by Diploma of Education (1 year).

Technical: All degree or diploma courses, industrial experience (2 years), teacher training (1 year).
Studentship holders are required to work for the Education Department for a period (usually 3 years) after completion of the training courses. Value $1549 to $2021 (higher allowances available to students in certain categories).

*Melbourne and Metropolitan Board of Works Cadetships

Applications close 5 October. Applicants should have commenced or be qualified to commence degree courses in Civil Engineering, Business Studies and some other approved disciplines. Cadets are employed by the Board during the long vacations and are required to work for the Board for a certain period after graduation. Value $850 to $1100 p.a.

*State Electricity Commission Scholarships

Applications close 30 November. Available for degree courses - mainly engineering. Scholarship holders are employed by the Commission during the long vacation and are required to work for the Commission for a period (usually 4 years) after graduation. Value $850 to $1100 p.a.

Country Roads Board Cadetship

Applications close early December. Available for degree courses - mainly engineering.

Commonwealth Service Cadetships

Cadetships available in Commonwealth Government departments vary from year to year. Details are advertised in daily newspapers.

SCHOLARSHIPS AND AWARDS AVAILABLE TO SWINBURNE STUDENTS ONLY:

Formal applications not normally required. Interested students may obtain further details from the appropriate faculty.

A.E. Keating Award

Awarded for the third year of the Diploma of Art (Graphic Design) course. Value $50.

*Applications for these scholarships should be lodged at the college at least two weeks before the closing date.
Singleton, Palmer & Strauss McAllen Scholarships

Two scholarships (one male, one female student) for the third year of the Diploma of Art (Film and Television) course. Value $100 each.

The Margery Withers Scholarship

Available for the second year of the Diploma of Art (Graphic Design) course. Value $100.

The Television Society of Australia Scholarship

Available for the third year of the Diploma of Art (Film and Television) course. Value $102.

U.S.P. Needham Scholarship

Awarded to an outstanding student proceeding to the second year of the Diploma of Art (Film and Television) course. Value $102.

Society of Chemical Industry of Victoria Prize

A prize of $25 and a certificate awarded to the student nominated by the department as the best student in the final year of the Diploma of Chemical Engineering.

Molyneux Medal

A prize of $30 and a silver medal suitably inscribed awarded to the student in the final year of the Diploma of Chemical Engineering who presents the best process design thesis.

F.W. Green Memorial Award

Books to the value of $50 awarded by Engineering Faculty Board to the final year engineering student judged to be the outstanding student graduating that year.

J. Smith Memorial Award  ) Details not known at
J. Ness Memorial Award  ) present.
K. Kennewell Memorial Award  )

Post-graduate awards

Students who wish to pursue advanced studies after graduation should consult student counsellors regarding awards available for such study in Australia and overseas.
STUDENT ACTIVITIES

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 Sports Associations of Victorian Institutes of Colleges.

The following clubs are available:

<table>
<thead>
<tr>
<th>Athletics</th>
<th>Gym</th>
<th>Snow skiing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badminton</td>
<td>Hockey</td>
<td>Soccer</td>
</tr>
<tr>
<td>Basketball</td>
<td>Judo</td>
<td>Squash</td>
</tr>
<tr>
<td>Bowling</td>
<td>Karate</td>
<td>Surfing</td>
</tr>
<tr>
<td>Car club</td>
<td>Motorcycle</td>
<td>Swimming</td>
</tr>
<tr>
<td>Cricket</td>
<td>Parachuting</td>
<td>Tennis</td>
</tr>
<tr>
<td>Football</td>
<td>Rowing</td>
<td>Table tennis</td>
</tr>
<tr>
<td>Gun &amp; rifle</td>
<td>Skindiving</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Golf</td>
<td>Snooker</td>
<td>Water skiing</td>
</tr>
</tbody>
</table>

Student Union

All students pay a union fee upon enrolment and become members of the Student Union.

The union provides a forum through which students can debate current affairs, develop cultural interests, and become active in the academic life of the college and the community.

The union also tries to provide members with social activities, and to improve communications between students and the academic/administration staff, and between students themselves.

The activities of the union are administered by elected students. The union funds are used to subsidise various student clubs and societies, and to provide union nights and other social functions. Affiliation with the Australian Union of Students (A.U.S.) helps students obtain cheaper insurance, medical and dental benefits, travel, and discounts on consumer and pharmacy lines.

The union publishes a fortnightly newspaper "Scrag" and bi-weekly activities sheets throughout the academic year. The union is always keen to hear from new students who want to participate in running student affairs.

For further information about the union, its activities and those of any club or society, call at the union office, rear of 408 Burwood Road, or phone 81 8444 or 81 1312.
COLLEGE ADMINISTRATION

Office-bearers and members of the college council, 1974

President
T.W. Higgins, FASA, FCIS

Vice President
W.P. Brown, DipCE, FICE, FIEAust

Hon. Treasurer
R.H. Fowler, FASA, FCIS
W.J. Braden, BA, BEd
W. Jona, MP
D.R. Martin, BMetE
R.N. Morse, BSc, BE, FIEAust
H. Dixon
L.E.A. Orton, MArch, DipArch(DFN), ARIBA
R.G. Parsons, CBE, MACI, MACS
J.E. Taylor, CBE
N.P. Watson, AASA, ACIS
J.F. Williams, BE(Mech), MEngSc, PhD, MIEAust

Representing the staff
J. Clark, BSc(Hons), DPhil, DipEd, AAIP

Representing the students
M.A. Proust
R.L.G. Smith

Senior academic staff

Director
W.R. Longworth, MSc, PhD, FRIC, FRACI, MACE

Assistant Director (Engineering and Applied Science)
R.S. Davie, BE(Mech), CEng, FIProdE, FIEAust, MACE

Assistant Director (Art, Business Studies, and General Studies)
L.M. Jenkins, BCom, DipEd, AASA, MACE

Principal, Technical College Division
H.J. Major, DipMechE, DipEE, MIEAust, MACE
Comptroller's Office

Comptroller
Accountant
Assistant Accountant
Maintenance Officer
Planning Officer
Budget Officer

F.G. Bannon, BCom, FASA, ACIS, LCA
D.F. Baker, AASA, ACIS
C.N. Sims, AASA
A.J. Kibble, CBuild, AAIB
T. Rosauer, BArch, FRAIA, ARIBA
W.J. Neilson, BEc, AASA(Prov)

Registrar's Office

Registrar
Secretary to the Faculty Boards
Admissions and Examinations Officer
Staff Officer
Publications and Information Officer
Student Records Officer
Administrative Officer
Correspondence Registry

G.L. Williamson, BSc
R.T. Dawe, BA, LLB
R.K. Stewart, BEc
D.C. Wilson, BA
R.J. Cross
J. Wood
J.L. Miles, BA, DipSecStuds
E.A. Black
COLLEGE SERVICES STAFF

Applied Research and Development Division
F.A. Lees, BMechE.

Audio-visual Aids Department
D.B. McAdam

Central Technical Services
G. Nettleship

Chaplain
Appointment pending

Library
Chief Librarian
J. McL. Harley, BSc, DipEd, ALAA
Senior Librarian
W. Linklater, BA, DipLib, ALAA
Librarians
A.G. Gregory, BA, DipEd, MACE, ALAA
E.J. Hallister, BA, MusBac, ALAA
V.R. Nash, BA, ALAA, ALA
P. Simmenauer, BA, DipLib
K.M. Villwock, BA, ALAA
Assistant Librarians
A.L. Bendeler, ALAA
B.J. Donkin, ALAA
M. Mattsson, ARMIT
T.M. O’Connor, ALAA
D.B. Ruddick, ARMIT

Swinburne College Press
Manager
K.G. Woodward

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

Student Warden
K.L. Goodman, BA, BCom, BEd, MACE
MEMBERS OF THE ACADEMIC BOARD

Ex-officio members:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director (Chairman)</td>
<td>Dr W.R. Longworth</td>
</tr>
<tr>
<td>Assnt Director (App. Science &amp; Engineering)</td>
<td>Mr R.S. Davie</td>
</tr>
<tr>
<td>Assnt Director (Art, Bus. Stud. &amp; Gen. Stud.)</td>
<td>Mr L.M. Jenkins</td>
</tr>
<tr>
<td>Principal, Technical College Division</td>
<td>Mr H.J. Major</td>
</tr>
</tbody>
</table>

Department heads:

- Applied Chemistry: Dr E.H. Bode
- Art: Mr L.S. Pendlebury
- Business Studies: Mr M.H. Hunter
- Chemical Engineering: Dr F. Molyneux
- Civil Engineering: Mr R.B. Sandie
- Computer Studies: Mr G.A.K. Hunt
- Engineering Drawing: Mr N.H. Dobbin
- Electrical Engineering: Mr H.E.R. Steele
- General Studies: Mr C.K. McDonald
- Materials Technology: Mr P.D. Stewart
- Mathematics: Mr K.C. Lovitt
- Mechanical Engineering: Mr W.N. Fricker
- Physics: Mr S.J. Rackham
- Production Engineering: Mr J.K. Russell

Chief Librarian: Mrs J.M. Harley
Student Counsellor: Mr N.M. Niemann
Student Warden: Mr K.L. Goodman
Comptroller/Secretary: Mr F.G. Bannon
Registrar: Mr G.L. Williamson

Elected members:

Departmental staff representatives:

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Chemistry</td>
<td>Dr R.F. Cross</td>
</tr>
<tr>
<td>Art School</td>
<td>Mr M. Cantlon</td>
</tr>
<tr>
<td>Business Studies</td>
<td>Mr N.J. Allport</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>Mr B.N. Nicholls</td>
</tr>
<tr>
<td>Engineering Drawing</td>
<td>Mr I.R. Palmer</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>Mr R.S. Walker</td>
</tr>
<tr>
<td>General Studies</td>
<td>Mr H.A. Irons</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mr F.G. West</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>Mr K.B. Watson</td>
</tr>
<tr>
<td>Physics</td>
<td>Mr H.J. Maynard</td>
</tr>
<tr>
<td>Chem. Eng. and Mat. Tech.</td>
<td>Mr T.P. Gill</td>
</tr>
<tr>
<td>Comp. Stud. and Prod. Eng.</td>
<td>Mr R.A. Wright</td>
</tr>
<tr>
<td></td>
<td>Mr J.V. Adams</td>
</tr>
</tbody>
</table>

General staff representatives:

- Mr G.R. Hjorth
- Mr A.J. Sampson

President of the Student Union:

Mr T.J. Robinson

Provision for three additional student members as follows:
- technological students' representative,
- non-technological students' representative,
- general students' representative.
MEMBERS OF THE FACULTY BOARDS

Applied Science Faculty Board

Ex-officio members:
Assistant Director (Chairman)                          Mr R.S. Davie

Heads of departments:
  Chemistry
  Chemical Engineering
  Physics
  Mathematics
  Computer Studies

Elected staff members:

Elected student members:

Representatives from faculty boards:
  Art
  Business Studies
  Engineering
  General Studies

Library representative:
Student Counselling representative:

Art Faculty Board

Ex-officio members:
Assistant Director (Chairman)                          Mr L.M. Jenkins
Head of Art School                                      Mr L.S. Pendlebury
Deputy Head of Art School                               Mr I. McNeillage

Elected staff members:

Representatives from faculty boards:
  Applied Science
  Business Studies
  Engineering
  General Studies

Library representative:
Student Counselling representative:

Provision for election of two student members

(*Retiring at the end of 1973)
Business Studies Faculty Board

Ex-officio members:

Assistant Director (Chairman)  Mr. L.M. Jenkins
Head of Business Studies       Mr. M.H. Hunter
Principal lecturers:

Mr. N.J. Allport
Mr. R.W. Treloar
Mr. B.N. Nicholls

Elected staff members:

Mr. B.N. Oakman
* Ms. B.F. Greening
* Mr. R.W. Nottle
* Mr. D.G. Adams

Representatives from faculty boards:

Applied Science  * Mr. K.R. Harris
Art             * Mr. D.G. Murray
General Studies  * Mr. D.Y. Mayer
Engineering      Dr. G.E. Mapstone
Mathematics      * Mr. J.R. Iacono

Library representative:

* Mr. W. Linklater

Student Counselling representative:

* Mr. N.M. Niemann

Provision for election of two student members

Engineering Faculty Board

Assistant Director (Chairman)  Mr. R.S. Davie

Heads of departments:

Chemical Engineering  Dr. F. Molyneux
Civil Engineering     Mr. R.B. Sandie
Electrical Engineering Mr. H.E.R. Steele
Mechanical Engineering Mr. W.N. Fricker
Production Engineering Mr. J.K. Russell

Elected staff members:

Chemical Engineering  Dr. G.E. Mapstone
Civil Engineering     * Mr. F.H. Allen
Electrical Engineering Mr. J. Hyne
Mechanical Engineering Mr. H.J.V. Maynard
Production Engineering Mr. R. Hatcliffe

Elected student members:

* Mr. N.P. Carlyle
* Mr. D.J. Dodson
* Mr. M.A. Stupar
* Mr. P.G. Mitchell

Representatives from faculty boards:

Applied Science  * Dr. E.H. Bode
Art             * Mr. A.M. Evans
Business Studies * Mr. J. Onto
General Studies  * Mr. C.K. McDonald

(*Retiring at the end of 1973)
Engineering Faculty Board (cont)

Departmental representatives:
  Library
  Student Counselling
  Engineering Drawing
  Materials Technology
  Mathematics
  Physics

General Studies Faculty Board

Ex-officio members:
  Assistant Director (Chairman)
  Head of General Studies
  Deputy Head of General Studies

Elected staff members:

Representatives from faculty boards:
  Applied Science
  Art
  Business Studies
  Engineering

Departmental representatives:
  Library
  Mathematics
  Student Counselling

Provision for election of two student members

(*Retiring at the end of 1973)
<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>2</td>
<td>General Office opens at 8.45 am to 5 pm.</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Aptitude tests and interviews for entry to Art School.</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Closing date for part-time applications for Business Studies.</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Last date for preferential applications for entry to Applied Science</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>and Engineering stream.</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Australia Day (holiday)</td>
</tr>
<tr>
<td>February</td>
<td>1</td>
<td>Last day for preferential applications for part-time study in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engineering and Applied Science courses.</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Enrolments commence for new students.</td>
</tr>
<tr>
<td>March</td>
<td>11</td>
<td>Labour Day (holiday)</td>
</tr>
<tr>
<td>April</td>
<td>10</td>
<td>College closes at 9.30 pm for Easter break.</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Technical College Division closes at 5 pm for Easter break.</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Technical College Division resumes at 8 am after Easter break</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>College resumes after Easter break.</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Anzac Day (holiday)</td>
</tr>
<tr>
<td>May</td>
<td>10</td>
<td>Mid-semester break; classes cease 9.30 pm</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Classes resume at 8.45 am.</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>VIC degree conferring ceremony.</td>
</tr>
<tr>
<td>June</td>
<td>17</td>
<td>Queen's Birthday (holiday)</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Examinations commence.</td>
</tr>
<tr>
<td>July</td>
<td>12</td>
<td>End of Semester 1.</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Semester 2 begins.</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Diploma conferring ceremony.</td>
</tr>
<tr>
<td>August</td>
<td>30</td>
<td>Mid-semester break; classes cease 9.30 pm</td>
</tr>
<tr>
<td>September</td>
<td>9</td>
<td>Classes resume at 8.45 am.</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Show Day (holiday)</td>
</tr>
<tr>
<td>November</td>
<td>5</td>
<td>Cup Day (holiday)</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Classes cease at 9.30 pm for study break.</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Examinations commence.</td>
</tr>
<tr>
<td>December</td>
<td>5</td>
<td>Publication of Semester 2 subject assessments commences.</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>College closes for Christmas break.</td>
</tr>
</tbody>
</table>
## LOCATION KEY

<table>
<thead>
<tr>
<th>Location</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>5</td>
</tr>
<tr>
<td>Applied Research &amp; Dev. Div.</td>
<td>10</td>
</tr>
<tr>
<td>Applied Science Building</td>
<td>13</td>
</tr>
<tr>
<td>Art Building</td>
<td>4</td>
</tr>
<tr>
<td>Art School annexe</td>
<td>8</td>
</tr>
<tr>
<td>Audio-visual Aids</td>
<td>3</td>
</tr>
<tr>
<td>AUS representative</td>
<td>17</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>12</td>
</tr>
<tr>
<td>Bookshop</td>
<td>5</td>
</tr>
<tr>
<td>Building Construction</td>
<td>15</td>
</tr>
<tr>
<td>Business Studies</td>
<td>5</td>
</tr>
<tr>
<td>Bus. and Gen. Studies Building</td>
<td>6</td>
</tr>
<tr>
<td>(under construction)</td>
<td></td>
</tr>
<tr>
<td>Cafeteria</td>
<td>14</td>
</tr>
<tr>
<td>Central Technical Services</td>
<td>7</td>
</tr>
<tr>
<td>Chaplain</td>
<td>8</td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td>13</td>
</tr>
<tr>
<td>Chemistry Building</td>
<td>12</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>13</td>
</tr>
<tr>
<td>College Press</td>
<td>5</td>
</tr>
<tr>
<td>Computer Studies</td>
<td>7</td>
</tr>
<tr>
<td>Electrical Trades buildings</td>
<td>2</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>13</td>
</tr>
<tr>
<td>Engineering Building</td>
<td>7</td>
</tr>
<tr>
<td>Engineering Drawing</td>
<td>7</td>
</tr>
<tr>
<td>Ethel Swinburne Centre</td>
<td>14</td>
</tr>
<tr>
<td>Film and Television studio</td>
<td>4a</td>
</tr>
<tr>
<td>General Office</td>
<td>5</td>
</tr>
<tr>
<td>General Studies</td>
<td>7</td>
</tr>
<tr>
<td>Graphic Art</td>
<td>7</td>
</tr>
<tr>
<td>Graphic Design Group</td>
<td>8</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>17</td>
</tr>
<tr>
<td>Industrial Liaison Office</td>
<td>10</td>
</tr>
<tr>
<td>Information Office</td>
<td>5</td>
</tr>
<tr>
<td>Library</td>
<td>10</td>
</tr>
<tr>
<td>Machines and Materials</td>
<td>5</td>
</tr>
<tr>
<td>Maintenance Centre</td>
<td>11</td>
</tr>
<tr>
<td>Materials Technology</td>
<td>13</td>
</tr>
<tr>
<td>Mathematics</td>
<td>7</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>7</td>
</tr>
<tr>
<td>Metal Trades Building</td>
<td>5</td>
</tr>
<tr>
<td>Plumbing and Gasfitting</td>
<td>2</td>
</tr>
<tr>
<td>Production Engineering</td>
<td>7</td>
</tr>
<tr>
<td>Physics</td>
<td>13</td>
</tr>
<tr>
<td>SARDD</td>
<td>10</td>
</tr>
<tr>
<td>Scrag Office</td>
<td>16</td>
</tr>
<tr>
<td>Sports Association</td>
<td>14</td>
</tr>
<tr>
<td>Student Counselling</td>
<td>16</td>
</tr>
<tr>
<td>Student lounge</td>
<td>14</td>
</tr>
<tr>
<td>Student shop</td>
<td>14</td>
</tr>
<tr>
<td>Student Union</td>
<td>17</td>
</tr>
<tr>
<td>Student Warden</td>
<td>14</td>
</tr>
<tr>
<td>Swinburne College Press</td>
<td>5</td>
</tr>
<tr>
<td>Technical College Division</td>
<td>1</td>
</tr>
<tr>
<td>Welding</td>
<td>5</td>
</tr>
<tr>
<td>Public Telephones</td>
<td>📞</td>
</tr>
</tbody>
</table>
SCHOOL OF ART

Academic staff

Head
Mr L.S. Pendlebury, DipArt, FRSA

Deputy Head
Mr I. McNeilage, DipArt, TTTC

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

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

Instructors
Mr J.G. DeBoer, FIPT
Mr J. Graul
GENERAL COURSE DETAILS

Two diploma courses are available in the School of Art: Graphic Design, and Film and Television. Each one requires full-time day study for three years.

Applicants must have passes in any four Higher School Certificate subjects, or have equivalent qualifications. These and interviews will be conducted in January to qualify for entry. All applicants who specify an art course, either Graphic Design or Film and Television, at this college, must follow carefully the procedure for enrolment, which is given with dates etc. in the Victorian Universities Admissions Committee 'Guide for Prospective Students'. This will be published in September, and distributed to all secondary schools, or will be available on application to the Victorian Universities Admissions Committee, 450 St. Kilda Road, Melbourne 3004, telephone 267 1877. Please refer to application procedure (p3).

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

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.

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.
Examinations

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

A 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.

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.

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.
GRAPHIC DESIGN DIPLOMA COURSE

The graphic designer is concerned with many aspects of design where information is conveyed by visual means such as advertising, publishing, publicity, printing, merchandising, education and some research projects. The course is planned to produce imaginative designers who, with specialisation and experience in industry, should achieve positions commensurate with their individual talents.

Syllabus

<table>
<thead>
<tr>
<th>Year</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td>AR101</td>
<td>Assigned Projects I (2 semesters)</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>AR111</td>
<td>History of Arts I (2 semesters)</td>
<td>2</td>
</tr>
<tr>
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<td>AR193</td>
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<td>AR140</td>
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<td>AR201</td>
<td>Assigned Projects II (2 semesters)</td>
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<td>AR211</td>
<td>History of Arts II (2 semesters)</td>
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<td>GS287</td>
<td>Sociology I (2 semesters)</td>
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<td>AR240</td>
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<td>AR301</td>
<td>Assigned Projects III (2 semesters)</td>
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<td>Methods of Production III (2 semesters)</td>
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<td>GS382</td>
<td>Psychology (2 semesters)</td>
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<td></td>
<td>AR341</td>
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Note: Results will be published for each subject and for the year as a whole.

*Result of Studies is not a subject, but is a clear cut decision on the student's total success or otherwise in the year's studies. (See Assessment p36).
SUBJECT DETAILS

Design for Print
Introduction to a comprehensive study over the three years of the course, which includes reproduction of lettering, typographic and symbol design 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 1
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 behaviour. Special emphasis is placed on the role of early socialisation and unconscious motivation relating to perception and graphic arts.
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.

A sequential program of applied design and communication projects directed at developing a general awareness of visual aspects of the students' environment and 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, reproduction techniques (e.g. developing and printing), pictorial editing, various color processes and costing.
Second year: Assigned Projects

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. Study areas include - design, photography, methods of production, typography, history of arts and sociology. Instead of studying these subjects in isolation, the aim is to integrate them into composite communication problems wherever possible.

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 typesetting for book, advertising and display typography.

History of Arts

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

The subject examines theories of social differentiation, social change and the relevance of role theory, also the problems concerning the character of suburban life. Emphasis is placed on the results of, and values implicit in, planning in contemporary Australia.
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 typesetting for book, advertising and display typography. Cost estimating, mechanical art procedures, production control, paper consideration. Visits to production houses are arranged. 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.
DEGREE COURSE IN GRAPHIC DESIGN

Duration: four years, including one full year in industry

Entry level: post Higher School Certificate or equivalent.

Aims and objectives

The aim of the course is to meet the present and future needs of industry, and to train people with a high degree of creative ability for positions of administrative responsibility in the areas of direction and production of printing, publishing, advertising, educational and information design.

The first two years are common to both diploma and degree courses. A limited number of students will be selected from the second year to go out into industry for the whole of third year. This arrangement will conform to the Y structure (see Appendix A) under the co-operative education or sandwich course system. This third year will enable the student to begin his professional practice, and will be supervised by senior college staff. The fourth and final year of the course will be undertaken in the college.

3rd year

(Full time in industry)

Subjects to be taken by part time study:
GS380 Psychology
AR321 Print Technology

4th year

(Full time in college)

AR410 Assigned Projects IV
BS491 Business Administration
BS492
AR421 Communication Theory

A number of specialist elective areas of study will be offered in the subject AR410 Assigned Projects.
DISTINCTION BETWEEN DIPLOMA AND DEGREE COURSES

The diploma stream will be for a student with specific abilities, i.e. as an executive working to specific briefs and producing work of a unique and individual character.

The degree course will require a student to have a greater ability in conceptual thinking, together with proven abilities in handling complex problems in visual communication. Maturity, responsibility, leadership, planning, and organisational skills will be expected in this student, but not necessarily unique technical skills of a high order.

Diagram and explanation of course structure

H.S.C. or equivalent  
College  
Industry
At the completion of a two year common course the diploma and degree streams will separate. A further year of full-time study in the college will lead to the diploma, whilst degree students will complete the third year of the course in industry and return to the college for the final year.

During the year in industry, students will be required to attend the college for two evenings per week for theoretical subjects: Print Technology and Psychology.

In the final year, in addition to Assigned Projects IV, Business Administration and Communication Theory subjects will be studied in the college.

Materials

Generally students supply their own equipment and materials but wherever possible a limited amount of material is supplied for assignments. 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
- Fourth year $200

References

Typography - basic principles John Lewis (Studio Vista)
Photography, Zim & Burnett (Golden)
Photography Notes, (Swinburne Press)
Handbook of Advertising Production, (Richard Schlemmer)
Graphic Handbook, Ken Garland (Studio Vista)
Trademarks, (Studio Vista)
FILM AND TELEVISION COURSE

The aim of this course is to enable students to express ideas using 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 video production for both semesters.

Syllabus

<table>
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<th>Hours per week</th>
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1st year

AR151 Assigned Projects 1 (2 semesters) 18
AR161 History of Arts 1 (2 semesters) 3
GS194 Social Science (2 semesters) 2
AR171 *Result of Studies 1

2nd year

AR251 Assigned Projects II (2 semesters) 18
AR261 History of Arts II (2 semesters) 3
GS286 Sociology I (2 semesters) 2
AR271 *Result of Studies II

3rd year

AR351 Assigned Projects III (2 semesters) 18
AR361 History of Arts III (2 semesters) 3
AR365 Methods of Production III (2 semesters) 3
AR371 *Result of Studies III

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

*Result of Studies is not a subject, but is a clear cut decision on student's total success or otherwise in the year's studies (see Assessment p36).
First year: Assigned Projects 1

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

Still Photography

A comprehensive introduction to still photography techniques including camera operation, sensotometry, 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 16 mm films. They are responsible for the scripting, setting, graphics, lighting, sound, camera operation and editing. By varying their area of responsibility in each 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 areas of responsibility in each production. It is of great importance that they learn to work efficiently as crew members 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.
**Script Writing**

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

**Personal Typing**

All students are encouraged to become proficient at typing.

**History of Arts 1**

Two semesters are given to a broad review of selected aspects of the arts. Music and drama form the basis of these studies from which the film and television graduate may subsequently draw.

**Social Science 1**

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 study of mass communications media such as print, radio, television and film, and the influence these media have on the community.
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, 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**

The preparation of art work for animation.

**Television Technology**

More advance studies in television theory which deal in greater depth with principles introduced in the 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 roles from production to production.
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 planning in contemporary Australia, and the values implicit in such planning.

Third Year Assigned Projects III

In the 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 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 111

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 111

These studies centre on the philosophies and work methods associated with leading contemporary directors. Students are sent papers in which they review these factors in depth.

Material Costs

Although the college attempts to cover production costs, there are considerable expenses to cover supplementary materials. A recent survey has indicated that the film and television students expend approximately $350 per year on materials and equipment. The main expense is a single-lens 35 mm 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:

"Creative Film Making" (Kirk Smallman)

"Guide to Film Making" (Ed Pincas)

"The American Cinematographer's Handbook" (J. Mancelli) [ed.]

Television:

"The Technique of Television Production" (Millerson)

"The Technique of the Television Cameraman" (Clark)
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 Design course to assist with fees, textbooks and materials.

SPASM Singleton Palmer and Strauss McAllan (Vic.) Pty. Ltd.

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 Design 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.

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.