It is suggested that this copy should be preserved, as in the event of its
not being possible in 1944 to reprint the Handbook, a supplement only
may be issued, for use with this edition.

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1943
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*For certain Group IV subjects not found in this Handbook, see note on page 32 and the Arts and the Science Handbooks.
The University of Melbourne

COMMERCE AND PUBLIC ADMINISTRATION

1943

[NOTE: The Statutes and Regulations of the University are set out in full in the University Calendar, which is the official and authoritative publication of the University. This may be obtained from the University Press. Price, 5/-, postage, 1/-.

Dates*

Last day of enrolment—Monday, February 1st.

Last day for submission of choice of subjects for examination for M.COM. —June 30th.

Lecture Terms: First—March 29th to June 5th.

Second—June 20th to August 28th.

Third—September 20th to October 30th.

Annual Examinations commence November 15th. (Last day of entry, September 30th.) Candidates are requested to enter before the end of the Second Term.

Examination for the Degree of M.COM. commences February 22nd. (Last day of entry, February 6th.)

Degrees†

(a) Bachelor of Commerce.

The course for this Degree is normally completed in four years, and includes fourteen subjects selected from four groups, under the conditions laid down in the regulations. Students in employment who cannot give full time to their studies will require a longer period.

A School of Economics is also included in the courses prescribed for the Degree of Bachelor of Arts with Honours. For further particulars, see Arts handbook.

(b) Master of Commerce.

Candidates for this Degree must be Bachelors of Commerce of at least two years' standing. They must pass an examination and submit a thesis on some subject connected with the curriculum which has been approved by the Faculty of Commerce. Exemption will be granted from the examination to candidates who have secured First or Second Class Honours in at least six approved subjects in the course for the Bachelor's Degree (see Regulations).

Diplomas†

(a) Diploma in Commerce.

This course does not require matriculation as a condition of admission, the usual entrance qualification being the School Intermediate Certificate. Candidates who have not passed this examination may, nevertheless, be admitted if they produce satisfactory evidence of a general education approximating to the same standard. This evidence should be sent to the Registrar, with a letter applying for admission to the course. The Commonwealth Public Service Examination for transfer as clerk has been approved by the Professorial Board for this purpose in the case of candidates not less than eighteen years of age, and in special cases for candidates under that age.

The course extends over at least three years, and includes nine subjects (taken at the same standard as for the degree) selected from three groups under the conditions laid down in the Regulations.

A candidate who has completed the course for the Diploma in Commerce, and desires to proceed to the course for the Degree of Bachelor of Commerce, may qualify for matriculation by passing at the School Leaving Examination in two subjects approved by the Faculty, one of which must be a language other than

*In present conditions all dates must be regarded as provisional, and subject to such alteration as circumstances may require.

†As a temporary emergency measure the course for the degree of B.Com. has been shortened to twelve subjects and the course for the Diploma in Commerce to eight subjects. The choice of subjects and the order in which they are taken must be approved by the Faculty of Commerce. (For details see notes on pages 12 and 15.) The course for the Degree can now be completed in three years and the course for the Diploma in two years.
English. This special matriculation qualification holds good for the B.COM. course only, and does not permit candidates to proceed with another Degree course unless they first graduate as Bachelors of Commerce, or receive special permission to transfer to another course.

(b) DIPLOMA IN PUBLIC ADMINISTRATION.

This course also includes nine subjects, and may be completed in a minimum period of three years. It is designed primarily for members of the Public Service who occupy, or aspire to, administrative posts. The entrance qualifications are the same as those for the Diploma in Commerce.

Attendance at Lectures, Etc.

Candidates for the Degree of B.COM. must attend lectures in at least four of the subjects of their course, which must be approved by the Dean of the Faculty. Students undertaking an approved course at Canberra University College may regard attendance at lectures at Canberra as fulfilling these requirements.

All students taking subjects of the Commerce course are required to submit essays and exercises which will be taken into account at the Annual Examination. Failure to submit written work as prescribed by the lecturers may involve exclusion from the Annual Examination.

Single Subjects

Persons not able to enter upon the Degree or Diploma course may enter for “Single Subjects,” attend lectures, and present themselves for examination in any Commerce subject on payment of the prescribed fees and on lodging the ordinary enrolment card by the due date. Single subjects passed by a student not qualified to enter upon a Degree or Diploma course will not, however, count towards such Degree or Diploma even if he subsequently qualifies to enter on the course for it, but certificates showing subjects passed at any Annual Examination may be obtained on application to the Registrar, and payment of a fee of £1/1/- for each year in which the passes have been secured.

Fees

All fees must be paid into the University's account at the head office of the National Bank of Australasia, or at one of its branches. A branch of the bank will be found at the north end of the building in which the Registrar’s Office is situated.

Bachelor of Commerce

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matriculation</td>
<td>£2 2 0</td>
</tr>
<tr>
<td>Lecture fees, per subject</td>
<td>7 7 0</td>
</tr>
<tr>
<td>(except for Science subjects, the fees for which are £10/10/- for a Group I subject and £15/15/- for a Group II subject)</td>
<td></td>
</tr>
</tbody>
</table>

The Lecture fees are payable yearly, in advance, or in three terminal instalments, the first being payable on enrolment, and the second and third on or before the last day of the preceding term, i.e., June 5th and August 28th respectively. Certificated teachers of the Education Department, nominated by the Minister of Public Instruction, will be required to pay only half fees for Lectures.

Typewritten notes are supplied to students in many subjects (see list under the heading, “External Studies”). For these notes a fee of 5/- per subject must be paid with the Lecture fees of the First Term.

Annual Sports Fee*                  | £1 0 0   |
Annual Union Fee†                   | 2 12 0   |
(for students living in the residential colleges and for students attending Evening Lectures only, reduced to 1 11 0) |
(The Sports Fee is payable with the First Term’s Lecture Fees. The Union Fee may be paid in terminal instalments.)

Union Entrance Fee (payable on first enrolment) | 2 2 0   |

*Compulsory for all full-time degree or diploma students attending day classes, unless specially exempted.
†Compulsory for all students enrolled for lectures in any subject, unless specially exempted.
Master of Commerce

For Examination of Thesis ........................................ £5 5 0

Diploma in Commerce and Diploma in Public Administration

As for Bachelor of Commerce, except that no Matriculation Fee is required.

Students’ Loan Fund

Loans of from £10 to £100 may be made in any one year to matriculated students who are pursuing or intend to pursue a University course, and who cannot proceed without such assistance.

Applications for loans must be lodged with the Registrar on the appropriate form not later than February 13th. Supplementary applications will be considered twice during the year, the closing dates for their lodgement being June 12th and November 13th.

Applications must be accompanied by evidence of the student’s ability and full particulars of his financial position. The borrower must also provide a guarantor who is able and willing to guarantee the repayment of the loan.

Provided that the borrower’s work is satisfactory, the loan is free of interest during his course. Thereafter interest is charged at the rate of 4½ per cent. for five years, and at 5 per cent. on any balance unpaid after that period.

Effect of War on Courses

Under present arrangements students wishing to enter on the Commerce course in 1943 must be “accepted” by the University. They must apply for acceptance on the appropriate form, which should be lodged, as set out under “Enrolment,” not later than February 1st, 1943. If the number of applications is in excess of the number of students which the University is permitted to accept for the Commerce course a selection will be made on the basis of merit as disclosed in previous examination performances. Students so selected will, under present arrangements, while proceeding with their studies, not be liable for military service.

Students enrolling at the University in 1943 should understand clearly that the present state of national emergency may result in their being required to suspend their studies at any stage and to undertake work in more direct furtherance of the war effort. The maintenance of teaching in any subject and adherence to the published Timetable of lectures and Almanac must be regarded as subject to the continued availability of the necessary staff and equipment and to other emergency conditions which may require modifications of which little notice will be possible.

The Professorial Board has announced that it will make special arrangements at the end of the war to expedite the completion of students’ courses interrupted by war service. Any such exemption will, however, not be made on enlistment but only at the conclusion of war service, although students who enlist in the later stages of the year may apply for special examinations in their subjects before the annual examinations take place.

Enrolment

Enrolment must be made at the Registrar’s Office, and fees must be paid, not later than Monday, February 1st, 1943. Late entries may be accepted on payment of an additional fee, but to be eligible to sit for the Annual Examinations (unless by special permission) candidates must enrol for lectures or for external studies by April 29th. The forms to be filled in are as follows:

(a) Application for Matriculation Enrolment. (New students only.)

(b) Application for acceptance as a student (for all new students, whether full-time or part-time, and for full-time students previously enrolled as part-time).

(c) Enrolment card for lectures or (in the case of country students) for external studies, with Union card. (This must be lodged afresh at the beginning of each year of the course.) The enrolment card will not be accepted unless accompanied by a bank-slip for the correct fees.

(d) Application for approval of course (in duplicate). This is to be lodged at the commencement of the course only, unless changes are made.

Before selecting their subjects, candidates should consult the staff of the School of Commerce, who will be available for interview on and after January 23rd.
They should then complete their applications for approval of course. In no case should the order of subjects prescribed on pages 32 and 33 be departed from without the approval of the Dean of the Faculty. Failure in any subject in any year will necessitate re-approval of the course. Certain subjects cannot be taken in the first year (see Regulations). Students proposing to enrol at a College of the University should consult the Head of the College on the choice of their subjects. The Annual Examination Time-table should also be consulted before subjects are selected (see below, under Annual Examinations). Lecture Time-tables are published in a separate pamphlet (price 6d.).

**Matriculation**

All first-year students, entering upon a Degree course, must matriculate—i.e., make the prescribed declaration, and sign the Matriculation Roll—at the Registrar's Office during the First Term. The dates fixed for matriculation in 1943: are March 25th and April 1st, 15th and 29th.

Unless this is done, no subjects passed will count towards a Commerce Degree. Students should satisfy themselves that they are qualified to matriculate before enrolling.

To qualify for matriculation candidates must normally have obtained the School Leaving Certificate including English, a language other than English (unless two languages other than English have been passed at the Higher Standard of the Intermediate Examination), and a branch of Mathematics (or a branch of Science provided that a branch of Mathematics has been passed at the Higher Standard at the Intermediate Examination). The five subjects required must be passed at not more than two examinations—the December and February examinations counting as separate examinations for this purpose.

Candidates who can submit evidence that they are qualified to matriculate and enter a degree course in Commerce at any other recognised University may be admitted to matriculation ad eundem status without further examination.

In addition to matriculating, all students entering the Degree course must have passed in a language other than English at a standard corresponding to that of the School Leaving Examination.

Candidates who were not less than 23 years of age on 1st March last and who have been prevented by obstacles in the way of their secondary education from sitting at the ordinary stage for examinations qualifying for matriculation may apply for admission under the adult matriculation regulation (Chap. I, Reg. II, section 3). They will be required to satisfy the Professorial Board in special tests of their general knowledge and powers of continuous exposition, and to pass at the School Leaving Examination in a language other than English, and in one of the following subjects: English, a history subject, Geography, or a branch of Mathematics. Students who matriculate under these provisions cannot, however, receive credit in a degree course for any “Single subjects” passed before matriculation.

By decision of the Professorial Board any person in the Forces who has been on continuous full-time duty for a period of one year during the present war or who has given equivalent service is eligible for matriculation on passing whether singly or otherwise in four subjects at the School Leaving Examination, these subjects to include English and a branch of Mathematics or of Science. Such a matriculant has also to satisfy the prerequisites for the particular course on which he proposes to enter.

**The Colleges of the University**

Additional teaching, mainly of a tutorial character, is afforded by five autonomous Colleges connected with the University. Men may go into residence at Trinity, Ormond, Queen's and Newman Colleges, women at the University Women's College, at Trinity (Janet Clarke Hall), and at Newman (St. Mary's Hall). College teaching is available for non-resident as well as resident students; at the University Women's College, for women only. All the Colleges have liberal provision for resident scholarships and non-resident exhibitions. The University fees mentioned above do not include College fees, which are payable to the Colleges themselves.

For further information regarding the Colleges, students are referred to the sections printed in the University Calendar and to the Heads of Colleges.
Evening and Early Morning Lectures

Evening Lectures will be delivered in 1943 in the following subjects:

- Accountancy, Part I
- Accountancy, Part II B
- *Botany, Part I (with laboratory work)
- British History A
- Commercial Law, Part I
- Commercial Law, Part II
- Dutch, Part I
- Economics, Part I
- Economic Geography
- Economic History
- English A
- French, Parts I, IA and II
- German, Parts I and II
- Industrial Organisation
- International Relations
- Latin, Parts I and II
- Modern English
- Modern History
- Natural Philosophy, Part I (with laboratory work)
- Philosophy, Part I
- Political Institutions A and B
- Public Finance
- Pure Mathematics, Parts I and II
- Statistical Method

University Library

The Library in the north wing of the quadrangle, with branches in several of the Science Departments, is open to all students. Most of the books recommended for study or for reference are available for use in the Library. Students may borrow from the Library, but prescribed text-books, and books in regular and constant use, are not to be borrowed except under special circumstances. The Library Rules are displayed prominently in the Library, and are also distributed in leaflet form.

Lending Library for Country Students

The University has established a Lending Library for the assistance of country students, i.e., students resident in Victoria but outside the metropolitan area. The Library will contain books recommended for reference in subjects of the Faculties of Arts, Law and Commerce, special attention being paid to rare or expensive books. It will not as a rule include periodicals or prescribed text-books.

Students will be allowed to borrow two books at a time, and to keep them for a fortnight. Books will be posted to the borrower at the University's expense, and must be returned at the borrower's expense.

A fee of 10/- per subject per annum will be charged for the use of the Library. This fee should be paid into the National Bank of Australasia in the same way as other University fees.

Further information will be distributed with enrolment cards for external studies, or may be obtained on application to the University Librarian.

External Studies

Students resident in the country districts of Victoria may enrol for external studies, paying the same fees as for lectures (except Sports and Union Fees) on the prescribed dates, except in subjects in which attendance at the University is required.

The attention of country students is drawn to the recent change in the regulations, which provides that no student shall be admitted to the Annual Examination in any subject in which he has not enrolled for lectures or for external studies within one month after the beginning of first term.

In all Commerce subjects external students will be required to submit essays and exercises which will be read and returned by the lecturers.

Some assistance is given to country students in the subjects of Greek Part I, Latin Part I, French Part I and Part IA, German Part I, Pure Mathematics Part I, Applied Mathematics Part I, and English A.

In the following subjects:

- Accountancy Parts I, IIA and IIB
- Commercial Law Parts I and II
- Constitutional Law Parts I and II
- Cost Accountancy,*
- Economic Geography
- Economic History
- Economics Part I

*If enrolments justify a special class.
†See footnote on p. 10.

Typewritten notes are posted. (Fee, 5/- per subject, payable with First Term

5
In Public International Law, lecture syllabuses only are available. Students enrolled for external studies in any subject may consult the lecturer for general guidance in their reading.

Students in the first year of the B.C.O.M. course must attend at the Registrar’s Office to matriculate before sitting for examination. Students resident in the metropolitan area are not normally eligible to enrol for external studies, nor (except by special permission) are those resident outside Victoria.

Examinations

All candidates for the Annual Examination, whether enrolled as attending lectures or for external studies, must lodge an examination entry with the Registrar not later than September 30th. Students are required to enter not later than the end of the Second Term, Saturday, August 28th. The entry must specify whether the candidate intends presenting for pass or honours in each subject, no candidate being permitted to enter for both pass and honours in the same subject. Candidates who take the honours papers in any subject, but fail to reach honours standard, are eligible to be granted a pass.

A time-table of the Annual Examination will be available some weeks before the examination begins, and copies will be posted to all candidates enrolled for external studies. Other candidates should obtain a copy from the Registrar’s Office. No additional Examination Fee is payable by those who have paid full Lecture Fees in the subjects for which they present themselves, but candidates sitting at country centres must pay a supervision fee of 10/6 per subject. Examination numbers for Melbourne candidates will be available at the Registrar’s Office on and after Thursday, November 11th, and must be applied for by candidates in person. Candidates sitting at country centres will receive their numbers by post.

Candidates prevented by illness or other serious cause from sitting for the Annual Examination may be granted a special examination by the Faculty on submission of satisfactory evidence of the cause of absence from the Annual Examination. All applications for such special examinations must be made at once to the Registrar.

When a candidate’s studies during the academic year have been gravely hampered by illness or other serious cause the appropriate Faculty may (upon application being made to the Registrar prior to the commencing date of the Annual Examination, supported by medical or other proper evidence) direct the examiners to take the circumstances into account.

When a candidate at the Annual Examination is to a substantial degree affected by illness during the course of an examination in any subject the Faculty may (upon application being made to the Registrar within three days after such examination, supported by medical or other proper evidence) direct the examiners in that subject to take the circumstances into account. No such application will, however, be considered unless the candidate either during or immediately after such examination shall have reported to the supervisor in charge the circumstances relied on in the application.

There are now no supplementary examinations, but the examiners may summon any candidate at the Annual Examinations about whom they are in doubt for a further oral or written test before the publication of results.

It should be noted that by direction of the Professorial Board, acting under its wartime powers, a student who fails in any examination may be called upon to show cause why he should not be excluded from his course for the duration of the war.

Master of Commerce Examination. Entries for the Master of Commerce Examination must be lodged not later than Saturday, February 6th.

Appointments Board

The University Appointments Board exists for the purpose of securing suitable positions for graduates on the completion of their University courses. It also arranges temporary employment for undergraduates during the long vacation.

Undergraduates who expect to require any assistance from the Board in either of the above directions should register with the Secretary as early in their University careers as possible. The Secretary is also available, by appointment to supply information to parents concerning the demand for graduates in various professional occupations.
FEES.—For full registration ........................................ 10/6
For registration for temporary employment only .......... 5/-

The student or graduate who secures a permanent position through the offices of the Board will be required to pay one and a half per cent. of his first year’s salary as a fee for the introduction.

Graduation

The dates for conferring Degrees in 1943 are as follows:
Saturday, April 10th (Annual Commencement).
Monday, September 6th.
Tuesday, December 21st.

Candidates for Degrees and Diplomas must lodge an application, on the prescribed form, obtainable the Registrar’s Office, not less than three weeks before the date of the conferring. This application must be accompanied by a bank-slip for the Degree Fee. This fee is:
For the Degree of Bachelor of Commerce ...................... £10 10 0
For the Degree of Master of Commerce ....................... 12 12 0*
For the Diploma in Commerce .................................. 3 3 0
For the Diploma in Public Administration ................... 3 3 0

FACULTY OF COMMERCE, 1943
Dean: Acting-Professor G. L. Wood
The Vice-Chancellor: Mr. J. D. G. Medley
 Mr. Vernon Smith

PROFESSORS AND LECTURERS
Professor Bailey  Mr. G. Anderson
Mr. H. Burton  Mr. W. Prest
Mr. A. A. Fitzgerald  Miss J. Polglaze
Mr. J. H. Moore  Mr. L. Voumard
Mr. K. M. Laffer  Mr. A. G. L. Shaw

ADDITIONAL MEMBERS
Mr. G. A. Grant  Hon. P. J. Clarey
Mr. L. A. Cleveland

REPRESENTATIVES OF INSTITUTIONS
Mr. R. B. Lemmon (Chamber of Commerce)
Mr. C. A. M. Derham (Chamber of Manufactures)
Dr. A. Caddy (Chamber of Agriculture)
Mr. J. S. Wilson (Stock Exchange)
Mr. H. F. W. Dawson (Insurance Institute)
Mr. H. D. Giddy (Institute of Chartered Accountants)
Mr. W. P. Evans (Trades Hall Council)
Mr. R. H. Simpson (Associated Banks)

BOARD OF STUDIES IN PUBLIC ADMINISTRATION, 1943
Chairman: Mr. H. Burton

The Secretary of the Faculty and the Board is the Registrar (Mr. J. F. Foster), to whom all formal applications should be addressed.

Dafydd Lewis Trust

Under the terms of the Dafydd Lewis Trust, scholarships for University courses in Agriculture, Architecture, Commerce, Dentistry, Engineering, Law, Medicine, Public Administration or Science are available to boys (of not more than 18½ years on January 1st in the first year of an award) who have been educated in Victoria at State Elementary or State Secondary Schools for at least five years before the award of the scholarship. The parents of the applicant must not be in receipt of a joint weekly income of more than £6. No holder of one of these scholarships shall be entitled to hold also a Government Senior Scholarship or a resident scholarship at one of the University colleges. Renewal of the award annually depends upon satisfactory progress in work. Applications must be lodged by December 1st each year with the Secretary, Dafydd Lewis Trust, C/o The Trustees Executors & Agency Co. Ltd., 401 Collins Street, Melbourne, from whom further details may be obtained.

*Less the Examination Fee.
### Scholarships, Prizes and Bursaries

Apart from those included in the following table, no entrance scholarships or bursaries available for the Commerce course will be open to competition in 1943, with the exception of Senior Government Scholarships and Free Places, enquiry concerning which should be made from the Secretary, Education Department, Treasury Gardens, C.2.

Particulars of Exhibitions and Prizes open to competition in the courses for the Degree of Bachelor of Commerce, and the Diplomas in Commerce and in Public Administration, will be found in the Regulations. The attention of students and graduates in Commerce is also drawn to the following Scholarships, Prizes, etc., open to competition during 1943.

(This table is a summary only, and candidates should consult the Regulations governing the Scholarship or Prize for authoritative information.)

<table>
<thead>
<tr>
<th>Title and Value</th>
<th>Subject</th>
<th>Tenure</th>
<th>Qualification of Candidates</th>
<th>Date for Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aitchison Undergraduate (2) £70 ea.</td>
<td>Any Degree Course</td>
<td>One year, with a possible extension to three years</td>
<td>Male undergraduate, not more than 22 years old, with at least one year of Degree course complete, and in need of assistance.</td>
<td>30 Jan.</td>
</tr>
<tr>
<td>Aitchison Travelling ... £350</td>
<td>Study or Research Abroad</td>
<td>One year, with a possible extension to two years</td>
<td>Male graduate of not more than two years' standing</td>
<td>30 Jan.</td>
</tr>
<tr>
<td>Bartlett ... (8) £100 ea.</td>
<td>Research</td>
<td>One year, with a possible extension to five years</td>
<td>Graduates trained in Research</td>
<td>20 Feb.</td>
</tr>
<tr>
<td>Bowen ... £5</td>
<td>Essay</td>
<td>Prize</td>
<td>Matriculated student of less than five years' standing</td>
<td>1 Mar.</td>
</tr>
<tr>
<td>Dick Bursary (2) ... £40 p.a.</td>
<td>Degree Course</td>
<td>Duration of course</td>
<td>Qualified to enter Degree course and needing financial assistance</td>
<td>1 Feb. (1944)</td>
</tr>
<tr>
<td>Dublin ... £10</td>
<td>Original Contribution to Literature or Science or Art</td>
<td>Prize</td>
<td>Student or ex-student of University</td>
<td>30 Jan.</td>
</tr>
<tr>
<td>Title and Value</td>
<td>Subject</td>
<td>Tenure</td>
<td>Qualification of Candidates</td>
<td>Date for Application</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------------</td>
<td>---------------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Harbison-Higinbotham</td>
<td>Thesis on History, Economics,</td>
<td>One year</td>
<td>Residence in Australia for four of the last seven years. No Professor or Research Officer is</td>
<td>1 Mar.</td>
</tr>
<tr>
<td></td>
<td>Politics, etc., preferably</td>
<td></td>
<td>eligible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Australian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kilmany</td>
<td>Economic Research</td>
<td>One year, with a possible extension to</td>
<td>Graduate (normally)</td>
<td>30 Jan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>two years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knight</td>
<td>Research</td>
<td>One year, with a possible extension to</td>
<td>Graduate trained in Research</td>
<td>20 Feb.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>five years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mollison</td>
<td>French, German, or Italian</td>
<td>Maximum, two years and three months</td>
<td>Matriculated student between 17 and 25 years of age</td>
<td>30 Sept.</td>
</tr>
<tr>
<td>Rest Home Bursary</td>
<td>Course for Degree or Diploma</td>
<td>One year, but may be extended for</td>
<td>Child of member of A.I.F. killed or incapacitated in the Great War. Qualified to enter course</td>
<td>30 Jan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>duration of course</td>
<td>and in need of financial assistance.</td>
<td></td>
</tr>
<tr>
<td>Rhodes</td>
<td>Degree Course at University of</td>
<td>Two years</td>
<td>Student between 19 and 25 who has completed at least two years of a Degree course</td>
<td>To be announced</td>
</tr>
<tr>
<td></td>
<td>Oxford</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>War Bursaries</td>
<td>University Course</td>
<td>Duration of course</td>
<td>Father died on active service with A.I.F.</td>
<td>30 Jan.</td>
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<tr>
<td>Wyselaskie</td>
<td>Political Economy</td>
<td></td>
<td>Matriculated student, whether graduated or not</td>
<td>30 Sept.</td>
</tr>
</tbody>
</table>
REGULATIONS

No. XII.—DEGREE OF BACHELOR OF COMMERCE

1. Candidates for the Degree of Bachelor of Commerce must subsequently to matriculation pursue their studies for four years and comply with the conditions herein prescribed provided that a candidate shall be entitled to credit in the Course for the Degree for any subject passed in the Course for the Diploma whether such candidate were matriculated or not at the time of so passing provided further that the Faculty may grant special permission to a student to complete the course in three years.

A candidate is deemed to be pursuing his First Year until he has received credit for at least four subjects of his course and thereafter to be pursuing his Second Year until he has received credit for seven subjects of his course and thereafter to be pursuing his Third Year until he has completed eleven subjects and thereafter to be pursuing his Fourth Year.

1a. No candidate may receive credit for any subject for the purposes of the Degree of Bachelor of Commerce unless he has at least six months before presenting himself for such subject obtained credit for a language other than English in his School Leaving Certificate.

2. No candidate shall be admitted to examination in any subject of any year of the course unless he has attended such instruction or performed such work under direction as may be prescribed from time to time in the details of subjects.

3. The subjects of the Pass and Honour Examinations shall be those included in the following Groups:

**Group I**

- Accountancy Part I
- *Commercial Law Part I*
- Economic Geography
- Economic History
- Economics Part I
- Industrial Organisation
- Money and Banking
- Statistical Method

**Group II**

- Accountancy Part IIA
- Accountancy Part IIB
- †Cost Accountancy
- *Commercial Law Part II*
- Economic Theory
- History of Economic Theory
- Marketing
- Mathematical Economics
- Monetary Theory
- Public Administration
- Public Finance

*Bachelors of Laws and persons who have completed the Articled Clerks course may be granted credit for these subjects in the B.Com. course.

†Pursuant to its wartime powers the Professorial Board on the recommendation of the Faculty of Commerce has resolved to suspend for the time being the course in Cost Accountancy.

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4. The subjects may be passed in any order provided that
   (a) The selection of subjects by a candidate and the order in which
       he proposes to take them must be approved by the Faculty.
   (b) Except with the special permission of the Faculty no candi-
       date may proceed to higher grades in a subject before he has
       passed in the lower grades and only one grade of a subject
       may be taken at any one examination.
   (c) Subjects which are common to the courses for the Degrees of
       Bachelor of Commerce and Bachelor of Arts or Bachelor of
       Commerce and Bachelor of Science may only be taken subject
       to the provisions of the Regulation governing the course for the
       Degree of Bachelor of Arts or Bachelor of Science.

5. A candidate may be admitted to the Degree of Bachelor of Com-
   merce who has
   (a) completed three years;
   (b) passed in all the subjects of Group I in two subjects from
       Group IV and in any four subjects from Groups II and III
       provided that not more than one subject shall be chosen from
       Group III.

6. In order to be awarded an Exhibition at any Honour Examina-
   tion a candidate must at the same Annual Examination either pass in
   at least three or obtain Honours in at least two of the subjects of his
   course.

7. The following Exhibitions each of £15 may be awarded at the
   Annual Examinations in each year:
   (a) Exhibitions to be styled the Chamber of Commerce Exhi-
       bitions in
           Commercial Law Part I
           Economics Part I
           Industrial Organisation

   $May not be taken before candidate has passed in at least two other Arts subjects.
   *The Professorial Board has resolved that students taking combined courses in Law and Commerce
   may count Legal History as a Group IV subject in the Commerce course.
Statistical Method
Public Administration and Public Finance alternately.
Accountancy Part IIA and Accountancy Part IIB alternately.

(b) Exhibitions to be styled the Francis J. Wright Exhibitions in
Economic Geography
Economic Theory

The Exhibitions shall be awarded on the results of the Honour Examination and shall be open for competition among candidates then passing for the first time in the subject of the Examination.

*8. In the case of any candidate who has passed in any subject at some examination other than an examination of the University approved for this purpose by the Professorial Board as being equivalent to the University Examination in that subject or has passed subsequently to his matriculation the University Examination in any subject the Faculty of Commerce may grant the candidate credit for the subject on his becoming a candidate for the Degree of Bachelor of Commerce and may define his status in the course.

9. The Faculty of Commerce may with the approval of the Professorial Board permit a candidate to substitute for any of the subjects of Group IV subjects of the Arts or Science Course which are not specified provided that the Faculty is satisfied that the proposed subjects are relevant to the candidate's course and of not lower standard than the subjects for which they are substituted.

10. Where a candidate has at or before the December Supplementary Pass Examination 1935 passed in any subject or subjects for which he has obtained or may obtain credit in the course for the Degree of Bachelor of Commerce the Faculty may determine in what further subjects he must pass in order to obtain the said degree; and notwithstanding anything in these regulations the Faculty may excuse the candidate from such subjects of the course as shall in its opinion be the substantial equivalent of the subjects in which he has previously passed.

Note.—Pursuant to its wartime powers the Professorial Board on the recommendation of the Faculty of Commerce has resolved that students who were taking a substantial part of their courses in 1940 or 1941, or who commence a course after March 1, 1942, may, during the war, qualify for the degree of B.Com. in accordance with the following provisions in lieu of those set out in paras. 1 and 5 of the Regulation:

1. Candidates for the degree of B.Com. must, subsequently to matriculation, pursue their studies for three years and comply with the conditions herein prescribed.

2. A candidate may be granted the Diploma in Commerce who (a) completed two years, (b) passed in all the subjects of Group I, and four other subjects of which at least two should be chosen from Group II and not more than one from Group III.

Students who have completed part of the course should consult the Dean of the Faculty as to the re-arrangement of the rest of their courses.

No. XIII.—DEGREE OF MASTER OF COMMERCE

1. Candidates for the Degree of Master of Commerce must be Bachelors of Commerce of at least two years' standing.

2. Every candidate for the Degree of Master of Commerce must pass an examination and present a thesis. The examination shall be for Pass and Honours.

*The Faculty has resolved that no credit can be given in the course for examinations of Accountancy Institutes.
3. Candidates who have obtained First or Second Class Honours in six subjects of the course for the Degree of Bachelor of Commerce not more than one of the six being taken from Group IV shall be deemed to have passed the required examination.

4. Candidates who have not obtained the Honours specified in Section 3 must pass an examination which shall consist of—

   (1) History of Economic Thought and General Economic Theory;
   
   (2) Financial Administration of Business.
   
   (3) Industrial Organisation and Labour Problems.
   
   (4) Public Finance with special reference to Taxation.
   
   (5) Economic History and Economic Geography.
   
   (6) Banking Currency and Exchange.

Provided that every candidate shall not later than the 30th June next preceding the examination at which he intends to present himself submit for the approval of the Faculty the subject which he chooses.

5. The thesis to be presented by candidates must be on some subject connected with the curriculum of the Degree of Bachelor of Commerce. The subject of the thesis must first be approved by the Faculty of Commerce.

6. Candidates who have passed the required examination and whose theses have been deemed of sufficient merit by the Examiners and who have otherwise complied with the Regulations may be admitted to the Degree of Master of Commerce.

Temporary Regulation

Notwithstanding anything in Regulation XII candidates who have entered upon their course prior to 1st January 1927 and who prior to the 31st December 1932 have obtained First or Second Class Honours in four subjects of the Course for the Degree of Bachelor of Commerce may on the recommendation of the Faculty be deemed to have passed the required examination.

No. XIV.—DIPLOMA IN COMMERCE

1. Candidates for the Diploma in Commerce must pursue their studies for at least three years and comply with the conditions herein prescribed.

   A candidate is deemed to be pursuing his First Year until he has received credit for at least three subjects of his course and thereafter to be pursuing his Second Year until he has received credit for five subjects of his course and thereafter to be pursuing his Third Year.

2. Subject to dispensation granted in special cases by the Professorial Board after advice from the Faculty of Commerce no candidate shall be permitted to commence the course who shall not have passed some examination approved by the Board* or furnished evidence that he possesses a good general education approximating to such examination.

3. No candidate shall be admitted to examination in any subject of any year of the course unless he has attended such instruction or performed such work under direction as may be prescribed from time to time in the details of subjects.

*The School Intermediate Examination has been approved by the Board for this purpose. The Commonwealth Public Service Examination for transfer as clerk has also been approved, but admission on this ground will normally be granted only to candidates over the age of eighteen years.
4. The subjects of the Pass Examinations shall be those included in the following Groups:

**Group I**
- Accountancy Part I
- Commercial Law Part I
- Economic Geography
- Economics Part I
- Industrial Organisation
- Money and Banking
- British History A
- Economic History
- Economic Theory
- English A
- French Part I or Part IA
- German Part I
- Dutch Part I
- Modern History
- Philosophy Part I
- Pure Mathematics Part I

**Group II**
- Accountancy Part IIA
- Accountancy Part IIB
- †Cost Accountancy

**Group III**
- Commercial Law Part II
- Public Administration
- Public Finance
- Statistical Method
- Marketing

5. The subjects may be passed in any order provided that
   (a) the selection of subjects by a candidate and the order in which he proposes to take them must be approved by the Faculty.
   (b) Except with the special permission of the Faculty no candidate may proceed to higher grades in a subject before he has passed in the lower grades and only one grade of a subject may be taken at any one examination.
   (c) Subjects which are common to the courses for the Degrees of Bachelor of Commerce and Bachelor of Arts may only be taken subject to the provisions of the Regulation governing the course for the Degree of Bachelor of Arts.

6. Candidates for the Diploma in Commerce may be admitted in any subject to the Honour Examination in the Degree course and may upon the conditions prescribed in the Regulations for the Degree course be placed in the Class List and compete for the Exhibition therein.

‡7. A candidate may be granted the Diploma in Commerce who has
   (a) completed three years;
   (b) passed in all the subjects of Group I in one subject from

* Diplomas courses containing a language other than English in the first year will not be approved except where the candidate has already passed in that language at the School Leaving Examination.
†See footnote on p. 10.
‡As a temporary emergency measure, the course for the diploma has been shortened to eight subjects. Candidates must pass in all the subjects of Group I, and in any other two subjects, not more than one of which should be chosen from Group II. Students who have completed part of the course should consult the Dean of the Faculty as to the re-arrangement of the rest of their courses.
Group II and in two other subjects not more than one of which may be chosen from Group II.

§8. In the case of any candidate who has passed in any subject at some examination other than an examination of the University approved for this purpose by the Professorial Board as being equivalent to the University examination in that subject or has passed subsequently to his matriculation the University examination in any subject the Faculty of Commerce may grant the candidate credit for the subject on his becoming a candidate for the Diploma in Commerce and may define his status in the course.

9. Where a candidate has at or before the December Supplementary Pass Examination 1935 passed in any subject or subjects for which he has obtained or may obtain credit in the course for the Diploma in Commerce the Faculty may determine in what further subjects he must pass in order to obtain the said Diploma; and notwithstanding anything in these regulations the Faculty may excuse the candidate from such subjects of the course as shall in its opinion be the substantial equivalent of the subjects in which he has previously passed.

NOTE.—Pursuant to its wartime powers the Professorial Board on the recommendation of the Faculty of Commerce has resolved that students who were taking a substantial part of their courses in 1940 or 1941 or who commence a course after March 1st, 1942, may, during the war, qualify for the Diploma in Commerce under the following provision in lieu of paras, 1 and 7 of the Regulation:

1. Candidates for the Diploma in Commerce must pursue their studies for at least two years and comply with the conditions herein prescribed.

A candidate is deemed to be pursuing his First Year until he has received credit for at least four subjects of his course and thereafter to be pursuing his Second Year.

2. A candidate may be admitted to the degree of B.Com. who has: (a) completed two years, (b) passed in all the subjects of Group I and in any other two subjects not more than one of which may be chosen from Group II.

Students who have completed part of the course should consult the Dean of the Faculty as to the re-arrangement of the rest of their courses.

No. XV.—DIPLOMA IN PUBLIC ADMINISTRATION

1. No candidate for the Diploma in Public Administration shall be admitted to the course unless he shall either have passed some examination approved by the Professorial Board* or have furnished evidence satisfactory to the Professorial Board after advice from the Board of Studies in Public Administration that he has had a general education approximating to the requirements for such examination.

2. A candidate shall pursue his studies for at least three years subsequent to his admission to the course and shall comply with the conditions hereinafter prescribed.

A candidate shall be deemed to be in his first year until he has received credit for at least two subjects in his course and thereafter to be in his second year until he has received credit for at least five subjects in his course.

3. No candidate shall be admitted to examination in any subject in his course unless he has attended such instruction and performed such work as may from time to time be prescribed in the details of subjects.

4. A candidate must pass at the Annual Examinations in nine subjects chosen as hereinafter prescribed from the following groups:

The Faculty has resolved that no credit can be given in the course for examinations of Accountancy Institutes.

*The School Intermediate Examination has been approved by the Board for this purpose. The Commonwealth Public Service Examination for transfer as clerk has also been approved, but the Board will normally accept this qualification only in the case of candidates over the age of eighteen years.
GROUP I
1. Economics Part I.
2. Political Institutions A.
3. Public Administration.
5. Political Institutions C.
6. British History A.

GROUP II
1. Introduction to Legal Method.
2. Public International Law.
3. International Relations.
5. Constitutional Law Part II.

GROUP III
1. Economic Geography.
2. Money and Banking.

GROUP IV
1. Statistical Method.
2. Industrial Organisation.
3. Money and Banking.

GROUP V
1. Accountancy Part I.
2. Accountancy Part IIA or IIB.
3. Accountancy Part IIB or Cost Accountancy.

GROUP VI
1. Pure Mathematics Part I.

GROUP VII
1. Economic History.
2. British History C.
3. Modern History.

GROUP VIII
1. Political Institutions B.
2. International Relations.
3. Political Philosophy.

GROUP IX
Parts I, II and III of any subject in the course for the Degree of Bachelor of Science; or Parts I and II of any such subject together with Part I of any other such subject; provided in all cases that such subjects be passed in accordance with the requirements as to prerequisites of the regulation governing the said degree.

†Pursuant to its working powers the Professorial Board on the recommendation of the Board of Studies in Public Administration has resolved to substitute Constitutional Law Part I for Political Institutions C, the course in which has been suspended for the time being.

*See footnote on p. 10.
5. A candidate must pass in—
   (i) all the subjects of Group I;
   (ii) any two subjects of one other Group;
   (iii) one other subject.†

6. The subjects may be passed in any order provided that—
   (a) the selection of subjects by a candidate and the order in which he proposes to take them must be approved by the Board;
   (b) except with the special permission of the Board no candidate may proceed to higher grades in a subject before he has passed in the lower grades and only one grade of a subject may be taken at any one examination.

7. A candidate may present himself at the honours examination (if any) in any subject of the course and be placed in the class list and may be awarded the exhibition therein subject in each case to the regulation for the Degree of Bachelor of Arts Bachelor of Commerce or Bachelor of Laws as the case may be.

‡8. In the case of any candidate who has passed in any subject at some examination other than an examination of the University approved for this purpose by the Professorial Board as being equivalent to the University examination in that subject the Board of Studies may grant the candidate credit for the subject on his becoming a candidate for the Diploma of Public Administration and may define his status in the course.

†This subject may be taken from the same Group as the two optional subjects, or from any other Group.
‡The Faculty has resolved that no credit can be given in the course for examinations of Accountancy Institutes.
COMMERCE
DETAILS OF SUBJECTS AND BOOKS FOR 1943

DEGREE OF BACHELOR OF COMMERCE AND
DIPLOMA IN COMMERCE

VACATION READING

Students are advised that they are expected to use a considerable part of the
summer and spring vacations for reading purposes. In some cases specific references
are made in the following details; in others a list of suitable books will be posted
on the appropriate notice boards; in all cases the Lecturers concerned should be
consulted.

ESSAY WORK

In all Commerce subjects students will be required to submit essays and
exercises, as set by the Lecturers. These will be taken into account at the Annual
Examination. Failure to submit written work as prescribed by the Lecturers
may involve exclusion from the Annual Examination.

ATTENDANCE AT LECTURES

Candidates for the Degree of B.Com. must attend lectures in at least four
subjects, which must be approved by the Dean of the Faculty.
Students undertaking an approved course at Canberra University College may
regard attendance at lectures at Canberra as fulfilling these requirements.

LECTURE SYLLABUSES

In the following subjects, namely, Accountancy, Parts I, IIA and IIB, Com-
mercial Law, Parts I and II, Cost Accountancy,* Economic Geography, Economic
History, Economics, Part I, Industrial Organization, Money and Banking,
Marketing, Public Administration, Public Finance and Statistical Method, extended
syllabuses have been prepared, for issue to students. These show, for each subject,
the course in detail and contain references for further reading, both general and on
special topics. A charge of 5/- for the notes in each of the above subjects is made
and is payable with the lecture fees of the first term. The notes are distributed
from time to time in class to internal students and are posted to external students.

HONOUR WORK

Except in subjects where special details are published, the Syllabus for
Honours will be the same as that for Pass, but the Examination for Honours
will require candidates to attain a higher standard and to show more detailed
knowledge.

LECTURES AND PRACTICAL WORK

The provisions in the details as to the number of lectures, tutorials, etc., and
the hours of practical work are included for general guidance only, and may be
modified by the Faculty without notice if the necessity arises.

*See footnote, p. 10.
ACCOUNTANCY, PART I

A course of two lectures and one tutorial class of ninety minutes per week throughout the Year.


Books. (a) Recommended for preliminary reading:
Kerr—Elementary Bookkeeping, Parts I and II. (Angus & Robertson.) O.P.
or Webster Jenkinson—Elements of Bookkeeping. (Arnold.)
(b) Prescribed text-books:
Goldberg—A Philosophy of Accounting. (Commonwealth Institute of Accountants.)
Rowland and Magee—Accounting, Part I. (Gee & Co.)
(c) Recommended for reference:
Carter—Advanced Accounts. (Pitman.)
Tovey—Balance Sheets. (Pitman.)
Irish—Practical Auditing. (Law Book Co.)
Schumer—Cost Accounting. (Commonwealth Institute of Accountants.)

EXAMINATION. Two 3-hour papers.

ACCOUNTANCY, PART IIA

A course of two lectures and two tutorial classes of forty-five minutes per week throughout the Year.

Lectures in this subject will be given in 1943 and thereafter in alternate years.


Books. (a) Recommended for preliminary reading:
(b) Prescribed text-books:
Carter—Advanced Accounts. (Pitman.)
(c) Recommended for reference:
Victorian Companies Act, 1938.
Commonwealth Bankruptcy Act and Rules.

The books in this section are obtainable from
ROBERTSON & MULLENS LTD., Elizabeth Street, Melbourne, C.1.
Cocke—Summary of Principal Legal Decisions Affecting Auditors. (Gee
and Co.)
Leake—Commercial Goodwill. (Pitman.)
Garnsey—Holding Companies and Their Published Accounts. (Gee and Co.)
Ranking, Spicer and Pegler—Executorship Law and Accounts. (H.F.L.
Publishers Ltd.)
Cutforth—Methods of Amalgamation. (Bell.)
Ross—Hire Purchase Accounting. (Law Book Co.)
Irish—Practical Auditing. (Law Book Co.)
Sanders, Hatfield and Moore—A Statement of Accounting Principles. (Amer.
Inst. Pub. Co.)

EXAMINATION. Two 3-hour papers.

ACCOUNTANCY, PART IIB

A course of two lectures and one tutorial class per week throughout the Year.
Lectures in this subject will be given in 1944 and thereafter in alternate years.
SYLLABUS. History and development of industrial accounting. Planning of
accounting systems. Classification of accounts. Cost accounting and factory
organisation. Stock and store accounts. Perpetual inventories. Plant records
and depreciation. Financial and cost accounting as an aid to management.
Investigations for management purposes. Budgetary control and standard costs.
Financial and operating statements and reports. Statistical method as applied to
the analysis of accounting reports.

Books. (a) Recommended for preliminary reading:
Schumer—Cost Accounting. (Commonwealth Institute of Accountants.)
(b) Prescribed text-books:
Schumer—Cost Accounting. (Commonwealth Institute of Accountants.)
Fitzgerald—Statistical Methods as Applied to Accounting Reports. (Accountants' Publishing Co. Ltd.)
(c) Recommended for reference:
Sanders—Cost Accounting for Control. (McGraw, Hill.)
Wheldon—Cost Accounting and Costing Methods. (MacDonald and Evans.)
Castenholz—Cost Accounting Procedure. (La Salle Extension.)
Gillespie—Accounting Procedure for Standard Costs. (Ronald Press.)
Clark—The Economics of Overhead Cost. (Accountants' Publishing Co. Ltd.)
Sutcliffe—Statistics for the Business Man. (Harper.)
Scott—Business Budgeting and Budgetary Control. (Law Book Co.)

EXAMINATION. Two 3-hour papers.

BRITISH HISTORY A

A course of two lectures per week for Pass with a tutorial class for Honours,
throughout the Year.

SYLLABUS. An outline analysis of British History. This subject is planned
for students who do not intend to make History a main subject of study, and
particularly for those who intend to study mainly Law or Political Science. The
emphasis is not on institutions in themselves, but rather on the social context in
relation to which the growth and modification of institutions may be understood.
Students are required to submit written work. Country students will receive
advice as to essay work.

The books in this section are obtainable from
ROBERTSON & MULLENS LTD., Elizabeth Street, Melbourne, C.1.

(Advt.)
HONOUR WORK. An advanced study of the work prescribed for Pass, with particular reference to special problems to be announced at the beginning of the Year.

Books. (a) Recommended for preliminary reading:
Ashley—The Economic Organisation of England. (Longmans.)

(b) Prescribed text-books:
Bland, Brown and Tawney—Select Documents in English Economic History. (Bell.)
Williamson—The Evolution of England. (Oxford.)
Pollard—Factors in Modern History.

(c) Recommended for reference:
Stephenson and Marcham—Sources of English Constitutional History. (Harrap.)
Darby—Historical Geography of England before 1800. (C.U.P.)
Pollard—The Evolution of Parliament. (Longmans.)
Dickey—Law and Opinion in England. (Macmillan.)
Keir—The Constitutional History of Modern Britain. (Black.)
Namier—The Structure of English Politics at the Accession of George III. (Macmillan.)
Fay—Great Britain from Adam Smith to the Present Day. (Longmans.)

More detailed references given in lectures, particularly to the Oxford History of England, edited by G. N. Clark (volumes as referred to).

EXAMINATION. Two 3-hour papers.

The books in this section are obtainable from
ROBERTSON & MULLENS LTD., Elizabeth Street, Melbourne, C.1.

COMMERCIAL LAW, PART I

A course of two lectures and one tutorial class per week throughout the Year.

SYLLABUS. Introduction: Sources and general nature of Victorian Law, with special reference to Commercial Law.


Books. (a) Recommended for preliminary reading:

(b) Prescribed text-books:
Commonwealth and Victorian Statutes and Cases, as referred to by the Lecturer. Students should obtain copies of the Goods Act, 1928, the Instruments Act, 1928, and the Commonwealth Bills of Exchange Act, 1909-1912.

(c) Recommended for reference:
Lindley—Law of Partnership. (Sweet and Maxwell, 1935.)
Byles—Bills of Exchange. (Sweet and Maxwell, 1939.)
Chalmers—Sale of Goods. (Butterworth, 1931.)
Coppel—Bills of Sale. (Law Book Co., 1935.)

EXAMINATION. Two 3-hour papers.

COMMERCIAL LAW, PART II

A course of two lectures and one tutorial class per week throughout the Year.

Lectures in this subject will be given in 1943 and thereafter in alternate years.

The books in this section are obtainable from THE LAW BOOK CO. OF AUSTRALASIA PTY. LTD., 425 Little Collins Street, Melbourne, C.1.

(Advt.)
SYLLABUS. (i) *The Law of Master and Servant.* A general outline, including the legal aspects of factory inspection and of the constitution and function of industrial tribunals.

(ii) *Trustees, Executors and Administrators.* The appointment, retirement and removal of trustees and personal representatives; their duties and powers; the more common breaches of trust.

(iii) *Bankruptcy.* Bankruptcy proper; Deeds of Assignment and Deeds of Arrangement.

(iv) *Company Law:* (a) The nature of a corporation. (b) The modern limited company, including its formation, conduct, reconstruction and winding up.

(c) Mining companies.

Books. (a) Recommended for preliminary reading:


Note. References in the above reading to Imperial Statutes should be checked with the Pilot to the Volume to ascertain the corresponding Victorian enactment (if any).

(b) Prescribed text-books:

(i) No particular text-book is prescribed. Students should obtain copies of the *Factories and Shops Act,* 1928 (and subsequent amendments), the *Workers' Compensation Act,* 1928 (and subsequent amendments), and the *Commonwealth Conciliation and Arbitration Act,* 1904-1930.

(ii) *The Trustees' Handbook.* (3rd ed. Sweet and Maxwell, 1936.) Students should obtain copies of the *Victorian Trustee Act,* 1928 (and subsequent amendments). (Govt. Printer, Melb.)

(iii) *Lewis—Australian Bankruptcy Law.* (3rd ed., Law Book Co., 1941.) Students should obtain copies of the *Commonwealth Bankruptcy Act,* 1924-1933. (Govt. Printer, Canberra.)

(iv) *Topham Principles of Company Law* (10th ed., 1938, Butterworth.) Students should obtain copies of the *Victorian Companies Act,* 1938. (Govt. Printer, Melb.)

(c) Recommended for reference:


Anderson—*Fixation of Wages in Australia.* (Melb. U.P.) O.P.


(ii) Underhill—*Trusts and Trustees.* (Butterworth, 1939.)

(iii) *McDonald, Henry and Meek—The Australian Bankruptcy Law and Practice.* (2nd ed. Law Book Co., 1939.)

(iv) *O'Dowd and Menzies—The Victorian Company Law and Practice.* (Law Book Co., 1940.)

EXAMINATION. Two 3-hour papers.

The books in this section are obtainable from THE LAW BOOK CO. OF AUSTRALASIA PTY. LTD., 425 Little Collins Street, Melbourne, C.1.

(Cost Accountancy*

A course of two lectures and one tutorial class per week throughout the Year.

SYLLABUS. General principles and objects of cost accountancy. Relation to general accountancy. Historical and prospective methods. Classification of accounts. Historical cost accountancy applied to manufacturing enterprises. Classification of expenditure and methods of determining unit costs. Accounting for materials and stores; purchasing, receiving, storing and issuing. Accounting for labour; timekeeping: classification of labour costs and distribution of units. The

*Pursuant to its war-time powers, the Professorial Board, on the recommendation of the Faculty of Commerce, has resolved to suspend for the time being the course in Cost Accountancy.*
composition of manufacturing expense; distribution to departments and units; factory capacity in relation to departments and units; factory capacity in relation to manufacturing expense.

Historical cost accountancy applied to other activities. The selling and distributing costs of the manufacturer. Wholesale and retail merchandising. Service industries.


Presentation of cost information.

Books. (a) Recommended for preliminary reading:
Schumer—*Cost Accounting*. (Commonwealth Institute of Accountants.)

(b) Prescribed text-books:
Dohr, Inghram and Love—*Cost Accounting*. (2nd ed., Ronald Press.)
Clark—*The Incidence of Overhead Costs*. (The Accountants’ Publishing Company.)

(c) Recommended for reference:
Sinclair—*Budgeting*. (Ronald Press.)
Gillespie—*Standard Costs*. (Ronald Press.)
Scott—*Budgeting*. (Law Book Co., 1939.)

EXAMINATION. Two 3-hour papers.

ECONOMIC GEOGRAPHY

A course of two lectures and one tutorial class per week throughout the Year.

**Syllabus.** Relations between man and his geographical environment; factors affecting land utilization, population, settlement, industry and trade. Natural resources: climate and climate regions, physiography, soils, and minerals, as basic factors in production. Resource utilization: major industries of the world; organisation of industry and commerce; transport and communication; Australian primary and secondary industries. Economic problems of distribution; Australian overseas trade; leading commodities in international trade. The theory of international trade; trade policies; trends in world trade with special reference to Australia and Great Britain.

Books. (a) Recommended for preliminary reading:
Dickson—*Climate and Weather*. (H.U.L.)
Wood—*The Tasmanian Environment*. (Robertson & Mullens.)

(b) Prescribed text-books.
Zimmerman—*World Resources and Industries*. (Harper.)
Wadham and Wood—*Land Utilization in Australia*. (Melb. U.P.) O.P.
Hills—*Economics*. Book V. (Pitman.)
Topical reading as prescribed from time to time.

EXAMINATION. Two 3-hour papers.

ECONOMIC HISTORY

(i) PASS COURSE

A course of two lectures per week, with tutorial classes, throughout the Year.


Books. (a) Recommended for preliminary reading:
Ashley—*Economic Organisation of England*. (Longmans.)
Derry—*Outlines of English Economic History*. (Bell.)

The books in this section are obtainable from ROBERTSON & MULLENS LTD., Elizabeth Street, Melbourne, C.1. (Advt.)
(b) Prescribed text-books:
Clapham—*The Economic Development of France and Germany*. (C.U.P.)
Shann—*An Economic History of Australia*. (C.U.P.)
Faulkner—*Economic History of the United States*. (Macmillan.)
Fay—*Great Britain from Adam Smith to the Present Day*. (Longmans.)
Meredith—*The Economic History of England*. (Pitman.)
Bland, Brown and Tawney—*English Economic History, Select Documents*. (Bell.)

EXAMINATION. Two 3-hour papers (for Pass and Honours combined).

(ii) HONOUR COURSE
(See under Bachelor of Arts, Degree with Honours.)

ECONOMICS, PART I

(i) PASS COURSE

A course of two lectures per week, with tutorial classes, throughout the Year.

SYLLABUS. Outlines of the general economics of the production, consumption, distribution and exchange of wealth with special consideration of value; industrial organisation, money and banking, and the elementary principles of taxation; history of economic thought.

Books. (a) Recommended for preliminary reading:
Clay—*Economics for the General Reader*. (Macmillan.)
Lehfeldt—*Money*. (O.U.P.)

(b) Prescribed text-books:
Benham—*Economics*. (Pitman.)
Gray—*The Development of Economic Doctrine*. (Longmans.)
Henderson—*Supply and Demand*. (C.U.P.)
Gifford—*Economics for Commerce*. (Univ. of Queensland.)
Copland—*The Australian Economy*. (Angus and Robertson, 2nd ed.)

EXAMINATION. Two 3-hour papers (for Pass and Honours combined).

(ii) HONOUR COURSE
(See under Bachelor of Arts, Degree with Honours.)

ECONOMIC THEORY

A course of one lecture per week, with tutorial classes, at least two per week, throughout the Year.

SYLLABUS. The nature and scope of economic theory; the theory of value; production and distribution; wages; capital and interest; competition and monopoly; socialist economics.

Books. (a) Recommended for preliminary reading:
Roll—*Elements of Economic Theory*. (O.U.P.)
Fisher—*Clash of Progress and Security*. (Macmillan.)

(b) Prescribed text-books:
Marshall—*Principles of Economics*. (Macmillan.)
Hicks—*Value and Capital*. (O.U.P.)
Wicksell—*Lectures, Vol. I*. (Routledge.)
Knight—*Risk, Uncertainty and Profit*. (L.S.E. Reprint.)
Robbins—*Nature and Significance of Economic Science*. (Macmillan.)
Robinson—*Economics of Imperfect Competition*. (Macmillan.)
Chamberlin—*Monopolistic Competition*. (Harvard U.P.)

EXAMINATION. Two 3-hour papers.

The books in this section are obtainable from
ROBERTSON & MULLENS LTD., Elizabeth Street, Melbourne, C.1.
HISTORY OF ECONOMIC THEORY

(i) PASS COURSE

A course of lectures and tutorial classes throughout the Year.

Lectures will be given in 1944 and thereafter in alternate years.

SYLLABUS. Development of economic theory from the Mercantilists to modern times, with special reference to the doctrines of the Mercantilists and the Physicocrats, Adam Smith and the Classical Period in England, Jevons, Sidgwick, Marshall, Böhm-Bawerk and the Austrian School, Marx and the development of socialism, tariff theory; the nature, scope and method of economics.

Books. (a) Recommended for preliminary reading:
Price—*Political Economy in England*. (Methuen.)
Gide and Rist—*History of Economic Doctrines*. (Harrap.)
Keynes—*Essays in Biography*, Part II.

(b) Prescribed text-books:
Cannan—*A Review of Economic Theory*. (King.)
Mun—*England's Treasure by Foreign Trade*. (Blackwell.)
Smith, Adam—*Wealth of Nations*, Book IV. (Everyman.)
Ricardo—*Principles of Economics*. (Everyman.)
Jevons—*The Theory of Political Economy*. (Macmillan.)
Keynes—*Scope and Method of Political Economy*. (Macmillan.)
Dobb—*Political Economy and Capitalism*. (Routledge.)

Students will also be required to read articles in current economic periodicals, as directed by the Lecturer.

EXAMINATION. Two 3-hour papers.

(ii) HONOUR COURSE

(See under Bachelor of Arts, Degree with Honours.)

INDUSTRIAL ORGANISATION

A course of two lectures and one tutorial class per week throughout the Year.

SYLLABUS. The structure and finance of modern industry and commerce; size and efficiency of plants and enterprises; markets and monopolies; the employer-employee relationship within particular businesses and within the community at large; labour organization and wage fixation. The course will have special reference to Australia.

Books. (a) Recommended for preliminary reading:
Robertson—*Control of Industry*. (C.U.P.)
Kelsall and Plaut—*Industrial Relations in the Modern State*. (Methuen.)
or Dobb—*Wages*. (C.U.P.)

(b) Prescribed text-books:
Marshall—*Principles of Economics*. (Macmillan.)
Pigou—*Economics of Welfare*. (Parts II and III.) (Macmillan.)
Robinson—*Monopoly*. (C.U.P.)
Foenander—*Towards Industrial Peace in Australia*. (Melb. U.P.) O.P.
Foenander—*Solving Labour Problems in Australia*. (Melb. U.P.)
Rowe—*Markets and Men*. (C.U.P.)
Reports of the Royal Commission on the Wheat, Flour and Bread Industries, 1934-36.

EXAMINATION. Two 3-hour papers.

INTERNATIONAL RELATIONS

(i) PASS COURSE

A course of two lectures per week throughout the Year.

The books in this section are obtainable from
ROBERTSON & MULLENS LTD., Elizabeth Street, Melbourne, C.1.
SYLLABUS. The nature of modern international politics, involving some consideration of the following aspects:

(i) The main phases in the development of world politics—i.e., the growth of the State system.

(ii) The chief characteristics of the units of world politics: (a) States as units: recognition; sovereignty and jurisdiction; domestic politics and foreign policy; diplomacy and democracy. (b) States as integers in an international system: contacts; contracts; conflicts; diplomatic methods; settlement of disputes; treaties; adjudications; international law.

(iii) The chief forces operative in the international arena: (a) political forces: nationalism; imperialism; race. (b) Demographic forces: migration; population growth and decline. (c) Economic forces: nationalism and the economic order; economic imperialism; colonies and raw materials; credit, currency and finance as factors in the international scene.

(iv) The pattern of international order.

BOOKS. (a) Recommended for preliminary reading:
A general revision of the political and diplomatic history of modern Europe is recommended as an introduction to the course. The book suggested is either
H. A. L. Fisher—History of Europe, Vol. III. (Eyre & Spottiswoode or Arnold.) or
Gooch and Temperley—History of Modern Europe. (Cassell.)

(b) Prescribed text:
Mowat—The European State System. (O.U.P.)
As a general textbook covering much of the course and indispensable as a nucleus to special reading:
Schumann—International Politics (2nd ed. McGraw, Hill.)

(c) Prescribed special topical reading:
SECTION (ii) (a) Democracy and foreign policy:
Nicolson—Diplomacy. (H.U.L.)
(b) States and their contacts:
Zimmern—League of Nations and the Rule of Law, Part I. (Macmillan.)

SECTION (iii) (a) Nationalism:
Royal Institute of International Affairs:
Nationalism. (O.U.P.)
Featherstone—A Century of Nationalism. (Nelson: Discussion books.)
(b) Population:
Kimble—The World's Open Spaces. (Nelson.)
(c) Economic Factors:
Drucker—The End of Economic Man. (Heinemann.)
International Conciliation, April, 1941, (No. 369), Part II B.

SECTION (iv) International order:
Zimmern—op. cit. Part II.
Carr—Twenty Years Crisis. (Macmillan.)

The books in this group are not formally prescribed. But students are strongly advised to obtain for themselves as many of them as possible.

(d) Recommended for further study:
The following are works, in some cases more advanced, to which critical reference will be made in lectures. These books should be investigated in

The books in this section are obtainable from
ROBERTSON & MULLENS LTD., Elizabeth Street, Melbourne, C.1.
libraries, and topics of special interest or obscurity can be usefully pursued in them:

- Eggleston—Search for a Social Philosophy. (Melb. U.P.)
- Ortega-y-Gasset—Revolt of the Masses. (Allen & Unwin)
- H. G. Wells—The Rights of Man. (Penguin)
- H. J. Laski—Where Do We Go From Here? (Penguin)
- Salter—Recovery. (Bell)
- De Madariaga—The World’s Design. (Allen & Unwin)
- Carr Saunders—World Population. (Clarendon Press)

EXAMINATION. One 3-hour paper.

(ii) HONOUR COURSE
(See under Bachelor of Arts, Degree with Honours.)

MARKETING

A course of two lectures and one tutorial class per week throughout the Year.

Lectures in this subject will be given in 1944 and thereafter in alternate years.

SYLLABUS. (i) The Economics of Markets: World economy in transition; economic nationalism; transport developments; national welfare and world economy; economic blocs; adaptation to changing world markets; economics of restriction schemes; market research.

(ii) Marketing Functions: The middleman; wholesale and retail marketing; export marketing of Australian primary products; marketing of manufactured products; social control of marketing; planned marketing; organised produce markets; transport; the cost of marketing; the interests of the consumer; war-time developments in the marketing of Australian primary products.

Books. (a) Recommended for preliminary reading:
- Clark—Principles of Marketing. (Macmillan)

(b) Prescribed text-books.
- Condliffe—Reconstruction of World Trade. (Allen & Unwin)
- C. M. Wright—Economic Adaptation to a Changing World Market. (Ejna Munksgaard, Copenhagen)
- Staley—World Economy in Transition. (Council on Foreign Relations, New York)
- Copland and Janes—Australian Marketing Problems. (Angus and Robertson)
- Bonavia—Economics of Transport. (Nisbet and C.U.P)
- Reports of Government Committees and Boards, and selected articles from the Economic Record and other periodicals as indicated in lectures.

EXAMINATION. Two 3-hour papers.

MATHEMATICAL ECONOMICS

A course of two lectures per week throughout the Year.

Lectures will be given in 1943 and thereafter in alternate years.


A knowledge of Mathematics up to the standard of Pure Mathematics, Part I, and of Economics up to the standard of Economics, Part I, will be assumed in this course.

Books. (a) Recommended for preliminary reading:
- Cournot—Researches into the Mathematical Principles of the Theory of Wealth. (Macmillan)

The books in this section are obtainable from

ROBERTSON & MULLENS LTD., Elizabeth Street, Melbourne, C.1.

(Advt.)
(b) Prescribed text-book:
Allen—Mathematical Analysis for Economists. (Macmillan.)

(c) Recommended for reference:
Bowley—Mathematical Groundwork of Economics. (O.U.P.)
Pareto—Manuel d'économie politique. (Giard.)
Zeuthen—Problems of Monopoly and Economic Warfare. (Routledge.)
Robinson—Economics of Imperfect Competition. (Macmillan.)
Chamberlin—Theory of Monopolistic Competition. (Macmillan.)
Allen and Bowley—Family Expenditure. (King.)
Hicks—Théorie mathématique de la valeur. (Herman, Paris.)
Hicks—Value and Capital. (O.U.P.)
Tintner—The Variate Dicherence Method. (Principia Press.)
Reference to original articles and to current periodicals will be made during the course.

EXAMINATION. One 3-hour paper.

MODERN HISTORY

A course of lectures and tutorial classes for Pass, with a tutorial class for Honours, throughout the Year.

SYLLABUS. The growth of the Modern World—an introductory analysis. Study becomes progressively more detailed with the nineteenth and twentieth centuries.

Students are required to submit essays during the course. Country students must enrol at the commencement of the Academic Year, in order to receive information and advice with respect to essay work.

Books. (a) Recommended for preliminary reading:
Woolf—After the Deluge. (Pelican.)
Tawney—The Acquisitive Society. (Bell.)

(b) Prescribed text-books:
Heaton—Economic History of Europe. (Harpers.)
Fueter—World History, 1815-1920. (Methuen.)
Hammond—Shaftesbury. (Pelican.)
Tawney—Religion and the Rise of Capitalism. (Pelican.)
Laski—Rise of European Liberalism. (Allen and Unwin.)

(c) Recommended for reference:
Beard—Rise of American Civilization.
Clapham—Economic Development of France and Germany, 1815-1914. (Cambridge.)
Cecil—Conservatism. (H.U.L.)
China and Japan. (Chatham House Information Paper.)
T. S. Eliot—The Idea of a Christian Society. (Faber.)
Encyclopaedia of Social Sciences.
Gosse—Father and Son. (Heinemann.)
Hobhouse—Liberalism. (H.U.L.)
Hu Shih—The Chinese Renaissance.
Hobson—Imperialism. (Allen & Unwin.)
MacMurray—Clue to History. (S.C.M.)
Marx—Capital. (Everyman.)
Marx and Engels—The Communist Manifesto.
Norman—Japan’s Emergence as a Modern State. (I.P.R.)
Sabine—History of Political Theory (Harrap.)

EXAMINATION. Two 3-hour papers.

The books in this section are obtainable from ROBERTSON & MULLENS LTD., Elizabeth Street, Melbourne, C.1.
MONETARY THEORY

A course of one lecture per week and tutorial classes throughout the Year.

SYLLABUS. An advanced treatment of the theory of money, banking, foreign exchange and international trade; economic fluctuations and their control.

Books. (a) Recommended for preliminary reading:
Condliffe—Reconstruction of World Trade. (Allen & Unwin.)
Copland—Australia in the World Crisis. (C.U.P.)

(b) Prescribed text-books:
Keynes—General Theory of Employment, Interest and Money. (Macmillan.)
Hawtrey—Capital and Employment. (Longmans.)
Harrod—International Economics. (C.U.P.)
Hansen—Full Recovery or Stagnation. (Black.)
Hicks—Value and Capital, Parts III and IV. (O.U.P.)
Haberler—Prosperity and Depression. (Allen & Unwin.)

EXAMINATION. Two 3-hour papers.

MONEY AND BANKING

A course of two lectures and one tutorial class per week throughout the Year.

SYLLABUS. The principles of money, banking, international trade and foreign exchange; economic fluctuations.

Books. (a) Recommended for preliminary reading:
Robertson—Money. (C.U.P.)
Copland—Credit and Currency Control. (Melb U.P.)
Robinson—Introduction to the Theory of Employment. (Macmillan.)

(b) Prescribed text-books:
Keynes—General Theory of Employment, Interest and Money. (Macmillan.)
Hawtrey—Currency and Credit. (Longmans.)
Sayers—Modern Banking. (O.U.P.)
Haberler—Theory of International Trade. (Hodge.)
Clare and Crump—The ABC of the Foreign Exchanges. (Macmillan.)
The Australian Tariff. (Melb. U.P.)
Report of the Royal Commission on the Monetary and Banking Systems, 1937. (Govt. Printer, Canberra.)

EXAMINATION. Two 3-hour papers.

POLITICAL INSTITUTIONS A

A course of two lectures per week, with tutorial classes, throughout the Year.

SYLLABUS. (i) The elements of the theory of modern democracy. An outline of the political institutions of Great Britain and Australia; electoral systems, legislatures, executives, King and Governors, civil services, party systems, public opinion.

(ii) An elementary introduction (about 12 lectures) to constitutional and administrative law.

Books. (a) For preliminary reading:
S. H. Cair—The Responsible Citizen. (Nelson.)

(b) Prescribed text-books:
(i) For section (i) of the syllabus:
Ogg—English Government and Politics. (Macmillan.)
Mill—Utilitarianism, Liberty, Representative Government. (Everyman's.)
Hancock—Australia. (Modern World Series.) O.P.

(ii) For section (ii) of the syllabus:
Jennings—The Law and the Constitution. (U. of London P.)

(c) Recommended for reference:
(i) For section (i) of the syllabus:
Jennings—Cabinet Government (C.U.P.)
Muir—How Britain is Governed. (Constable.)

The books in this section are obtainable from
ROBERTSON & MULLENS LTD., Elizabeth Street, Melbourne, C.1.

(Advt.)
Woolf—After the Deluge. (Penguin.)
Laski—Liberty in the Modern State. (Penguin.)
Duncan—Trends in Australian Politics. (Angus and Robertson.)
Greaves—The British Constitution. (Allen and Unwin.)

(ii) For section (ii) of the syllabus:

Full reading lists and descriptions of the course will be distributed to students.

EXAMINATION. Two 3-hour papers.

(ii) HONOUR COURSE
(See under Bachelor of Arts, Degree with Honours.)

PUBLIC ADMINISTRATION

A course of two lectures and one tutorial class per week throughout the Year. Lectures in this subject will be given in 1944 and thereafter in alternate years.


The course will have special reference to public administration of the Commonwealth, the States and the local governing bodies of Australia.

Books. (a) Recommended for preliminary reading:
Spender—The Government of Mankind. (Cassells.)
Bland—Planning the Modern State. (Angus and Robertson.)
Masterman—How England is Governed. (Selwyn and Blount.)

(b) Prescribed text-books:
White—Introduction to the Study of Public Administration. (Macmillan.)
Bland—Budget Control. (Angus and Robertson.)
Finer—The British Civil Service. (Allen and Unwin.)
Harris—Local Government in Many Lands. (1933 ed., King.)
Parker, R. S.—Public Service Recruitment in Australia. (Melb. U.P.)
Dimmock—British Public Utilities and National Development. (Allen and Unwin.)

Special reference will be made in the lectures to the Journal of Public Administration and other Journals.

(c) Additional for Honours:
Finer—Theory and Practice of Modern Government. (Methuen.)

EXAMINATION. Two 3-hour papers.

PUBLIC FINANCE

A course of two lectures and one tutorial class per week throughout the Year. Lectures in this subject will be given in 1943 and thereafter in alternate years.

SYLLABUS. Public expenditure; public revenue and the principles of taxation; public borrowing and sinking funds; the public debt; principles of war finance; problems of federal finance; banking and public finance.

The course will have special reference to the public finances of the Commonwealth and Victoria.

Books. (a) Recommended for preliminary reading:
Keynes—How to Pay for the War. (Macmillan.)

The books in this section are obtainable from
ROBERTSON & MULLENS LTD., Elizabeth Street, Melbourne, C.I. (Advt.)
Robinson—Public Finance. (C.U.P.)
Pigou—Socialism versus Capitalism. (Macmillan.)

(b) Prescribed text-books:
Pigou—Study in Public Finance. (Macmillan.)
Dalton—Public Finance. (Routledge.)
Hicks—Taxation of War Wealth. (O.U.P.)
Adarkar—The Principles and Problems of Federal Finance. (King.)
Reports of Commonwealth Grants Commission, 1936 and 1940. (Govt. Printer, Canberra.)
Finance Bulletin. (Latest issue.) (Govt. Printer, Canberra.)

Articles as referred to in lectures.

Students must consult books of documents on Australian Finance, the Commonwealth of Australia Constitution Act, recent budget statements of the Federal and State Treasurers, and show a knowledge of the main facts concerning the public finances of the Commonwealth and Victoria.

EXAMINATION. Two 3-hour papers.

STATISTICAL METHOD

A course of two lectures and one tutorial class per week throughout the Year.

SYLLABUS. Form and nature of statistical data; sources of data and methods of collection; classification; tabulation; graphic representation of data; averages of various kinds and their characteristics; weighted averages; measurement of dispersion and skewness; frequency distributions; elementary treatment of probabilities; the normal curve; reliability of estimates; analysis of time series; correlation and regression; correlation of time series; nature and use of index numbers and methods of computation; special application of index numbers to variation in prices and physical volumes; Australian statistics as available in publications of the statistical bureaux of the Commonwealth and the States with special reference to vital statistics, statistics of wages, prices, production and overseas trade, statistics of public and private finance.

Books. (a) Recommended for preliminary reading:
Croxton and Cowden—Applied General Statistics, chaps. 1-7. (Pitman.)
Kuczynski—Population Movements. (O.U.P.)

(b) Prescribed text-books:
Mills—Statistical Methods. (Pitman. 1938 ed.)
Kuczynski—Measurement of Population Growth. (Sidgwick & Jackson.)
Karsten—Charts and Graphs. (Prentice-Hall Inc., N.Y.)
Clark and Crawford—The National Income of Australia. (Angus and Robertson.)
Commonwealth Year Book. (Latest issue.) (Govt. Printer, Canberra.)
The Labour Report. (Latest issue.) (Govt. Printer, Canberra.)
Demography Bulletin. (Latest issue.) (Govt. Printer, Canberra.)

Students must also consult publications of the statistical bureaux of the Commonwealth and States of Australia.

EXAMINATION. Two 3-hour papers.

THEORY OF STATISTICS

(i) PASS COURSE

A course of two lectures per week, with demonstrations and practical work throughout the Year.

SYLLABUS. Statistics as a branch of scientific method. Applicability to data of various types. Graphical representation of data. Frequency distributions. Mean values and dispersion. Skewness and kurtosis. Elements of the theory of probability. The normal, binomial and Poisson frequency distributions. Theory of sampling. Distribution of sample statistics (arithmetic mean, variance, standard deviation, etc.) The t, z and chi-square distributions. Significance tests, large

The books in this section are obtainable from
ROBERTSON & MULLENS LTD., Elizabeth Street, Melbourne, C.1.

(Advt.)

**PRACTICAL WORK.** Two hours per week, on computations relating to the lecture course and involving the use of calculating machines, hand-operated and electric.

A knowledge of Mathematics up to the standard of Pure Mathematics, Part I, will be assumed in the above course.

**BOOKS recommended for reference:**

Yule and Kendall—*Introduction to the Theory of Statistics.* (Griffin.)

Fisher—*Statistical Methods for Research Workers.* (Oliver and Boyd.)

Fisher—*The Design of Experiments.* (Oliver and Boyd.)

Tippett—*The Methods of Statistics.* (Williams and Norgate.)

Mills—*Statistical Methods.* (Pitman.)

Bolway—*Elements of Statistics.* (King.)

Anderson—*Einführung in die mathematische Statistik.* (Springer.)

Jones—*First Course in Statistics.* (Bell.)

Elderton—*Frequency Curves and Correlation.* (C.U.P.)

Whittaker and Robinson—*The Calculus of Observations.* (Blackie.)

Darmois—*Statistique mathématique.* (Doin et cie.)

Snedecor—*Statistical Methods.* (Colloge Press, Ohio.)

Shewhart and Deming—*Statistical Method from the Viewpoint of Quality Control.* (Dept. of Agric., Washington.)

Goulden—*Methods of Statistical Analysis.* (Chapman and Hall.)

Steifensen—*Interpolation.* (Baillière.)

**EXAMINATION.** Two 3-hour papers. Before admission to the examination, candidates must have satisfactorily completed the practical work.

(ii) **HONOUR COURSE**

(See under Bachelor of Arts, Degree with Honours.)

**GROUP IV SUBJECTS**

For the following subjects of Group IV, namely, Philosophy, Parts I, IA and II, German, Parts I and II, Latin, Part I, Greek, Part I, Dutch, Part I, Pure Mathematics, Parts I and II, see under Bachelor of Arts, Ordinary Degree and Degree with Honours. For the remaining subjects of Group IV, see under Bachelor of Science.

**APPROVAL OF COURSES**

Courses of study must conform to the conditions prescribed in Section IV of the Regulation for the Degree of Bachelor of Commerce and Section V of the Regulation for the Diploma in Commerce.

In general, courses will not be approved unless the following conditions are observed:

(i) Part I of any subject must be passed before Part II is taken.

(ii) Economics Part I must be passed before any of the following subjects are taken:

- Industrial Organization.
- Money and Banking.
- Monetary Theory.
- Public Administration.
- Public Finance.
- Statistical Method.

*This and the following pages should be read subject to the footnotes on pages 12 and 15 regarding the shortening of the courses for the degree and diploma. Any problems in individual students' courses arising from this re-arrangement should be referred to the Dean of the Faculty.*

The books in this section are obtainable from **ROBERTSON & MULLENS LTD., Elizabeth Street, Melbourne, C.l.**

(Advt.)
Marketing.
History of Economic Theory.
Economic Theory.
Mathematical Economics.

(iii) Economic Geography must be passed before or at the same time as Economics, Part I.
(iv) Industrial Organization must be passed before or at the same time as Money and Banking.
(v) Both Industrial Organization and Money and Banking must be passed before Economic Theory or Monetary Theory.
(vi) Economic Theory must be passed before or at the same time as Monetary Theory.
(vii) Economic Theory must be passed before History of Economic Theory.
(viii) Pure Mathematics, Part I, must be passed before Mathematical Economics or Theory of Statistics.
(ix) The following subjects must not be taken until candidates have passed in at least two other Arts subjects:
Modern History.
International Relations.

(x) Except in special circumstances English A and Part I of any subject in Group IV should be taken in the First Year.

COMBINED COURSE: ARTS AND COMMERCE

The following four-year course for the degrees of Bachelor of Commerce and Bachelor of Arts (Degree with Honours) is approved:

First Year. Economic Geography, Accountancy, Part I, Commercial Law, Part I, and a language other than English.

Second Year. Economics, Part I (Honours), Economic History (Honours) and two of the following subjects: Accountancy, Part II A, Accountancy, Part II B, Commercial Law, Part II, and Public Administration.

Third Year. Industrial Organization (Honours), Money and Banking (Honours), Statistical Method, and Public Finance (Honours) or Mathematical Economics (Honours).

Fourth Year. Economics, Part III, and History of Economic Theory (Honours) or Theory of Statistics.

N.B.—1. Students who pass Industrial Organization and Money and Banking at the Honours standard will be given credit for Economics, Part II.
2. Public Finance or Mathematical Economics may be taken in the Fourth Year, provided that History of Economic Theory or Theory of Statistics is taken in the Third Year.
3. The B.Com. Degree may be obtained at the end of the Third Year and the B.A. (Hons.) Degree at the end of the Fourth Year.

DEGREE OF MASTER OF COMMERCE

The books prescribed for the Degree of Bachelor of Commerce, together with the books prescribed in Economics, Part I and Part II, for degree of Bachelor of Arts (Degree with Honours), will be required. In addition, all candidates must show a knowledge of current economic discussions in Australia, as found in the Economic Record, the Journal of the Economic Society of Australia and New Zealand.

For candidates who are required to present themselves for examination, the following books are recommended as a basis of study. Such candidates must take the papers in History of Economic Theory and General Economic Theory, and in one of the remaining subjects below.
(i) **HISTORY OF ECONOMIC THEORY AND GENERAL ECONOMIC THEORY.**

- Pigou—*Economics of Welfare*. (Macmillan.)
- Robinson—*The Economics of Imperfect Competition*. (Macmillan.)
- Cassel—*The Theory of Social Economy*. (Benn.) 2 vols.
- Sidgwick—*Principles of Political Economy*. (Macmillan.)
- Cannan—*A Review of Economic Thought*. (King.)
- Keynes—*Scope and Method of Political Economy*. (Macmillan.)
- Adam Smith—*The Wealth of Nations*. (Everyman, Nos. 412-3.)

(ii) **FINANCIAL ADMINISTRATION OF BUSINESS.**

- Clark—*The Economics of Overhead Costs*. (U. of Chicago P.)
- Fraser—*Problems in Finance*. (McGraw, Hill.)
- Lincoln—*Applied Business Finance*. (McGraw, Hill.)
- Cutforth—*Methods of Amalgamation*. (Bell.)
- Bliss—*Financial and Operating Ratios in Management*. (Ronald Press.) O.P.
- Gerstenberg—*Financial Organization and Management*. (Prentice, Hall.)
- Bruere and Lazarus—*Applied Budgeting*. (McGraw, Hill.)

(iii) **INDUSTRIAL ORGANIZATION AND LABOUR PROBLEMS.**

(a) **Industrial Organization.**

- Berle and Means—*The Modern Corporation and Private Property*. (Macmillan.) O.P.
- Haney—*Business Organization and Combination*. (Macmillan.)
- Burns—*The Decline of Competition*. (McGraw Hill.)
- Levy—*Monopolies, Cartels and Trusts in British Industry*. (Macmillan.)
- Urwick—*The Meaning of Rationalization*. (Nisbet.)
- von Beckerath—*Modern Industrial Organisation*. (McGraw-Hill.)
- Chamberlin—*The Theory of Monopolistic Competition*. (Harvard U.P.)

(b) **Labour Problems.**

- Clay—*The Problem of Industrial Relations*. (Macmillan.)
- Burns—*Wages and the State*. (King.)
- Gemmill—*Present-Day Labour Relations*. (Chapman and Hall.)
- Pool—*Wage Policy in Relation to Industrial Fluctuations*. (Macmillan.)
- Wertheim—*Lectures on Industrial Relations*, 1928.
- Higgins—*A New Province for Law and Order*. (Macmillan and W.E.A.) O.P.
- Anderson—*Fixation of Wages in Australia*. (Melb. U.P.) O.P.

(iv) **PUBLIC FINANCE, WITH SPECIAL REFERENCE TO TAXATION.**

- Bastable—*Public Finance*. (Macmillan.)
- Report of the Committee on National Debt and Taxation, and Appendices, 1929. (H.M. Stationery Office.)
- Pigou—*A Study in Public Finance*. (Macmillan.)
- Duren—*Principles and Practice of the System of Control over Parliamentary Grants*. (Hogg.)
- Ursula Hicks—*The Finance of British Government, 1920-1936*. (O.U.P.)
- Contemporary Reports and Discussions on Australian Public Finance.

(v) **ECONOMIC HISTORY AND ECONOMIC GEOGRAPHY.**

(a) The books prescribed for Economic History for the degree of Bachelor of Arts, Degree with Honours, together with—

- Faulkner—*Economic History of the United States*. (Macmillan.)

The books in this section are obtainable from

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*Advt.*)
Wood—Borrowing and Business. (O.U.P.)
Hammond—The Age of the Chartists. (Longmans.)
Heaton—Economic History of Europe. (Harper and Bros.)

(b) Kendrew—Climate. (O.U.P.)
Ohlin—Inter-regional and International Trade. (Harvard U.P.)
Price—White Settlers in the Tropics. (Am. Geog. Socy.)
Semple—Influence of Geographic Environment. (Constable.)
International Trade in Certain Raw Materials and Food-stuffs. (League of Nations) Annual.

(vi) Banking, Currency and Exchange.
Gregory—Documents Relating to British Banking, 1832-1928. (O.U.P.)
Marshall—Money, Credit and Commerce. (Macmillan.)
Robertson—Banking Policy and the Price Level. (King.)
Flux—The Foreign Exchanges. (King.)

DIPLOMA IN PUBLIC ADMINISTRATION

For subjects not included in the Commerce course, see Details of Subjects for the Arts, Law and Science courses.

Note: In planning courses for the Diploma in Public Administration students should bear in mind the following general principles:

(1) All Part I subjects must be taken early in the course.
(2) British History A should always be taken in the First Year; other First Year subjects are Economics, Part I, Political Institutions A, and Part I optional subjects.
(3) Public Administration and Public Finance should not be taken before the Third Year of the course.
(4) Part-time students should not take more than two subjects per year.

The following specimen indicates the type of course that would be approved by the Board of Studies:

First Year: British History A and Economics, Part I, or first subject of optional Group.
Second Year: First subject of optional Group (or Economics, Part I) and Political Institutions A, or second subject of optional Group.
Third Year: Second subject of optional Group (or Political Institutions A) and Public Administration (or Public Finance) or third subject of optional Group.
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