THE UNIVERSITY OF MELBOURNE

MILDURA BRANCH HANDBOOK

7 MAR 1947
1947
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STAFF OF MILDURA BRANCH

WARDEN

Sub-Warden
To be appointed.

ADMINISTRATIVE STAFF

Controller of Plant and Equipment.—Archibald Arthur Cameron Carter, D.S.O.

Sub-Registrar.—William Kent Tickner, Dip.Com.

Sub-Dean of Women.—Margaret Blackwood, M.Sc.

Sub-Dean of Men.—Benjamin Chicheley Jenner Meredith, O.B.E., B.A.

Librarian.—Vivian John Saunders Greig.

Storeman.—Douglas Ernest Francis.

Caretaker.—Gordon Francis Fraser.

Secretary to Warden.—Joan Wettenhall Nanson.

Melbourne University Press

Assistant.—Iris Bothroyd.

Catering Staff

Catering Manager.—Thomas Wheelaghan.

Chief Chef.—Vincent Lang.

Assistant to Catering Manager.—Herbert Brown.

Union

Head Steward.—John Murray Bothroyd.

Browsing Library Attendants.—Isabel Stockdale.

Sick Bay

Medical Officers (part-time).—John Strahan Bothroyd, M.D., M.S., Malcolm Curwen Walker, M.B., B.S.

Nurses.—(In charge) Nebe Reid.

(Assistant) —Alison Powell

ACADEMIC STAFF

Biology

Senior Lecturer in Zoology.—Frank Harvey Drummond, B.Sc. (W.A.), Ph.D. (Lond.).

Lecturer in Botany.—Margaret Blackwood, M.Sc.

Senior Demonstrator in Zoology.—Essie Lindsay Mollison, M.Sc.

Demonstrators.—Margery Campbell Ashley, B.Sc., Dip.Ed.

Dorothy Joy Jenkyn, B.Sc.

Lilian Deakin White, B.Sc.

Chemistry

Senior Lecturer (in Charge).—Laurence Richard Dimond Pyke, B.Sc.

Senior Demonstrators.—Jean Logan Alexander, M.Sc.

Demonstrators.—Francis Anderson, B.Sc. (Q’land).
William Ernest Badcock, B.Sc. (Tas.).
Margaret Anne Browning.
Jutta Renate Falk.
Anne Elizabeth Moore.
Ian Cameron Parsons.
Stephanie Podger, B.Sc.
Pamela Purcell.

Dental Science

Senior Lecturer (in Charge).—Jack Alexander Isaacs, M.B.E., B.D.Sc.
Senior Lecturer.—Helen Elizabeth Lynette Le Messurier Kneebone, B.D.Sc.
Resident Dental Officer.—Arnold Jones Burns, B.D.Sc.

Engineering

Senior Lecturer (in Charge).—Richard William Nettle, B.E. (Civil) (Adel.).
Senior Demonstrator.—Alan Ian Bunbury.
Demonstrators.—John Ronald Coghlan.
Gerhard Franz Schaeffer.

Mathematics

Senior Lecturer (in Charge).—Frederick John Daniel Syer, B.A., Dip.Ed.
Lecturer.—Margaret Lester, B.A.
Tutors.—John Paterson Asche, B.Sc.
John Henry Bennett, B.A.
Roberta Powell.
Brenda Frances Morley, B.Sc.
Part-time.—Joyce Winifred Butler, B.Sc.

Physics

In Charge.—The Warden.
Lecturer-Demonstrator.—John Colin Barton, M.Sc.
Demonstrators.—Mary Calame
Tynan Campbell-Burns
Winifred Greenhalgh
Kenneth Victor Merry
Ralph Francis Scrutton
Anne Smith
Part-time.—Joyce Winifred Butler, B.Sc.

Technical Assistants

Biology.—Duncan Fraser Burr (Zoology).
Edith Packe (Botany).
Dental Science.—Inez Dorothea Chipperfield.
Margaret Clark.
Rosemary Turner.
Physics.—Calvin Alfred William Briant
Ian Clow.
Chemistry.—David Gordon Fraser.
GENERAL INSTRUCTION TO STUDENTS PROCEEDING TO THE MILDURA BRANCH REGARDING COMMUNICATIONS WITH THE UNIVERSITY

Any communication which a student wishes to have with the University in connection with his course, prior to travelling to Mildura, should be addressed to

The Registrar,
University of Melbourne,
Carlton, N.3.

After the student has gone into residence at Mildura, all communications should be addressed to

The Sub-Registrar,
University of Melbourne,
Mildura Branch.

Students are requested to make it known that the Postal Authorities wish the Postal Address to be known as "MILDURA BRANCH" only. "MILDURA" should not be added to any correspondence addressed to the Branch.
ESTABLISHMENT OF THE UNIVERSITY BRANCH AT MILDURA

The Council of the University has decided that a temporary branch of the University will be established early in 1947 on the site of the former R.A.A.F. station at Mildura, which has been acquired for this purpose. To the branch will be transferred first-year courses in Architecture, Dental Science, Engineering and Medicine, in which courses there will be for the time being no first year teaching in Melbourne.

The University would not have chosen this particular moment for an experiment of this kind, had it been possible to accept all students in Melbourne. But the impossibility of building and the certainty of increased numbers in 1947 confront it with the clear alternative of radical restriction of entries or the establishment of a University Branch. Further staggering of timetables on the Melbourne site is not practicable, if only because the pressures on such central services as Library and Union cannot be increased. Such Faculties as Arts and Commerce can probably manage to cope with some increase in numbers, but the Science Faculties cannot, and the paramount objective of the Mildura Branch will be both to give relief to the first year bottle-neck in Chemistry, Physics and Zoology, and to provide space and time in Melbourne laboratories for dealing with inflated second-year classes. It is important to emphasize that the scheme is a temporary expedient to deal with a particular situation. While greatly appreciating the help given to the foundation of the branch by the State and Commonwealth Governments, and by the people of Mildura, the University has not committed itself to this type of decentralization as its permanent policy or to the foundation of a permanent establishment of any kind at Mildura.

The considerations underlying the choice of a site for these purposes were simple. It was clear from the start that there would be no chance of accommodating 500-600 students save in a former service establishment. Such establishments in or near the metropolis were, if not required by the Services, earmarked for housing, and in any case were not entirely suitable for the objective, which required the possibility of some communal life and activity undisturbed by the constant pull of the city. The already overcrowded general services in the University such as the Union, the Library, Playing Fields, etc., would not have been relieved by transferring part of the teaching to another part of Melbourne. Totally isolated camps in
the country would have presented insuperable difficulties in the way of transport and domestic help, quite apart from the undesirability of divorcing their inhabitants from all outside social amenities. The only suitable site was clearly a camp at some distance from Melbourne but reasonably close to a centre of population, and reasonably, though not unduly, accessible by rail and air. The former R.A.A.F. station at Mildura was the only site which combined these features.

This handbook has been prepared for the information of students proposing to take in 1947 courses which will be conducted at the Mildura Branch. The University publishes for each course Faculty Handbooks which are available from the Melbourne University Press and from leading Melbourne booksellers. This handbook is intended for use in conjunction with the appropriate Faculty Handbook.

Application for Admission as a Student in 1947

Applicants whether or not they are discharged members of the Services wishing to enter the Dental Science, Engineering or Medical courses in 1947, have been required to make written application for admission by completing and lodging a Form of Application for Admission, at the Registrar’s Office, not later than January 31st, 1947.

Each candidate who applied for admission will be notified by post of the result of his application as soon as possible. Those candidates whose applications are successful will be advised of the steps to be taken to complete their enrolment, and will be allowed a period of ten days to take these steps, after which time, if they have not enrolled, the place will be offered to another applicant.

Applicants wishing to enter the first year of the Architecture course should apply for admission by lodging the prescribed enrolment card not later than February 22nd, 1947.

Enrolment

With his enrolment card the student should also lodge the following documents:—

(a) For persons who have not previously matriculated, application for matriculation. The Faculty Handbooks contain full details concerning the matriculation qualification, including a statement of the special provisions applicable to ex-service candidates, candidates whose qualifications were gained elsewhere than in Victoria, and other special categories of students. Attention is also drawn to the maintenance of a photographic record of Matriculants, of which particulars are issued with the application to sign the matriculation roll.
(b) Application for approval of course (for students taking other than the normal year’s work). This is to be lodged, after interview with the Sub-Dean of the appropriate Faculty, at the commencement of a course only, unless changes are made subsequently.

(c) Bank slip for the correct fees. Students taking courses at Mildura should pay their first term’s fees, and their Sports and Union Fees, into the University’s account at a branch of the National Bank of Australasia, Ltd., before they go into residence. Fees for the second and third terms may be paid, before the last day of the preceding term, into any branch of the Bank, including a branch which will be opened at the Mildura Branch of the University. The fees payable are set out in the Faculty Handbooks.

Each student in residence at the Branch will be required to pay a Board Fee of £1 5/- per week. This fee is payable terminally in advance. The Board Fee for the first term should not be paid with other first term fees, but must be paid, within seven days, after the student goes into residence, into the branch of the Bank at the Mildura Branch of the University. The Board Fee for the second and third terms must be paid in the same way at Mildura before the last day of the preceding term.

(d) Application for Commonwealth financial assistance (for students who wish to apply).

Attention is drawn to the fact that in addition to qualifying to matriculate, candidates entering certain University courses, including those in Architecture, Dental Science, Engineering and Medicine, are required to have passed in particular subjects at the Matriculation Examination. Details of these pre-requisites, and a statement of special provisions applicable in this respect to ex-service candidates, are set out in the Faculty Handbooks.

General Library

This will contain all prescribed textbooks, and these are not to be removed from the Library. It will contain other reference books. Books in the Melbourne Library of the University may be borrowed by people at the Branch if application is made to the Librarian at the Mildura Branch.

Timetable of Classes

This will be posted in all living quarters as soon as students have taken up residence at the Branch. Students should familiarise themselves with the positions of their respective lecture theatres and class rooms as soon as possible.
Practical Classes

These will be arranged by the respective lecturers and demonstrators at meetings summoned for the purpose after students have taken up residence.

Microscopes

An announcement will be made at the Branch notifying students who have not their own microscopes how they may hire the microscopes they require for practical work.

Engineering Students

Engineering students must before March 1st, 1947, notify Dr. Brasch, at the Engineering School, in Melbourne, if they wish to purchase Drawing Instruments required for the practical work in Engineering Part I. This is necessary in order that it may be ascertained if supplies should be made available at the Mildura Branch.

Discipline

Attention is called to the following extract from the Temporary Statute enacted by the University Council in connection with the establishment of the Branch:

The Council shall appoint a Warden of the Branch who shall have such powers and perform such duties as the Council shall determine and in particular may subject to any direction to the contrary in any specific case by the Vice-Chancellor, punish any breach of discipline by a fine not exceeding five pounds for any one offence or may exclude any student from the precincts of the Branch for one week or until the matter has been dealt with by the Professorial Board.

Residential Colleges

Students who contemplate entering in 1948 any of the Residential Colleges affiliated with the University are advised to write to the respective Heads of the College concerned early in the Academic Year 1947.

The Colleges and their Heads are as follows:—

(Including Janet Clarke Hall for women students: Principal—Miss Enid Joske).

Ormond College: Master—S. L. Prescott, Esq.

Queen’s College: Master—Dr. R. C. Johnson.

Newman College: Rector—Very Rev. Father Murphy.
(Including St. Mary’s Hall for women students: Principal—Mother Francis Srewin, I.B.V.M.)

University Women’s College: Acting Principal—Miss M. Crabtree.

[Continued on page 14]
LEGEND

2 Transport Garage
3 and 4 Caretaker's Cottage
12 Staff Common Room
14 Ablution Blocks
15 to 20 Staff Living Quarters
22 Ablution Block
23 to 33 Living Quarters
34 Union Building
37 to 41 Students' Living Quarters
43 Ablution Block
44 to 46 Students' Living Quarters
47 Hairdresser's Shop
48 Post Office
48A Newsagent
49 to 51 Students' Living Quarters
53 Ablution Block
54 to 57 Students' Living Quarters
58 Laundry Depots
62 Cafeteria
63 to 66 Dining Rooms
67 Main Kitchen
70 Ration Store and Caterer's Office
71 Meat House
73 Cafeteria
74 and 75 University Library
76 and 77 Examination Rooms
80 to 84 Students' Living Quarters
86 Ablution Block
87 to 96 Students' Living Quarters
98 Ablution Block
99 to 108 Students' Living Quarters
110 Ablution Block
111 to 114 Students' Living Quarters
115 Women's Quarters
117 to 120 Women Students' Living Quarters
121 and 122 Ablution Blocks
123 to 127 Women Students' Living Quarters
128 Water Tower
130 Transformer
131 and 193 Dental Laboratory
133 Sick Bay
136 Classroom
137 and 138 Engineering Drawing Office
139 and 140 Classrooms
141 Offices for Staff
143 Classroom
145 Store
147 and 148 Stores
149 to 151 Classrooms
152 Store
154 Administrative Offices
155 University Press
159 Carpenter's Shop
161 and 163 Physics Laboratory
164 Machine Shop
167 Store
183 Chemistry Laboratory
196 Garages
202 Lecture Theatres
250 Squash Courts

(See Map next page)
Transport to the Branch

The Victorian Railways Commissioners will run a special train to take students to the Branch and all students will be expected to travel by this train. Both the Sub-Dean of Women (Miss Blackwood) and the Sub-Dean of Men (Mr. Meredith) will travel by the special train. The Railways will furnish second class sitting up accommodation, charging a fare of £1/0/7. The train will probably leave Melbourne about 7 p.m. and will be met by buses to convey the students to the Branch in time for breakfast. It will run via Castlemaine and Maryborough and if necessary will pick up students at stations en route. The time-table for the special train will be notified to Dental Science, Engineering and Medical students when they are advised of their admission, and to Architecture students by circular after enrolments close on February 22nd. Similar special trains will be arranged at the beginning and end of each vacation.

Vacations

If it is found possible to open the Branch at the same time as the beginning of the first University term on March 17th there will be two vacations each of a fortnight at the end of the first and second terms. The second fortnight of the interval between the second and third terms must be spent at the Branch.

In view of the difficulty of arranging special trains for so short a period, the Branch will not close during the Easter Vacation. Good Friday and Easter Saturday will be observed as holidays, but lectures and laboratory work will be held on Easter Monday and Easter Tuesday. To compensate for this, two extra days will be added to the first term vacation.

Living Quarters

Living quarters are composed of units of eight to ten huts grouped round an ablation block. Each hut will house ten students. Each ablation block comprises lavatories, hot and cold showers, and laundry equipment. The women’s ablation blocks contain baths in addition. The living huts have been divided into a number of three-roomed flats. Two of these rooms are single bedrooms, while the third is a study which is to be shared by the occupants of the two bedrooms. Each bedroom is furnished with a wardrobe, dressing table fitted with shelves for clothes, bed, mattress, and a floor rug (5' x 27”). A pillow and up to five blankets will be provided for each student. Studies are furnished with tables, chairs and floor mats. During term students will be responsible for the care and cleanliness of the rooms they occupy. Beds must be
made and rooms tidied before 9 a.m. daily. Students who wish to pair together must write to the Warden of the Branch before March 1, 1947 (and then their application will be considered).

Although permission may be granted for married students to do their course in Melbourne, efforts will be made to obtain quarters in Mildura for them and their wives and the Warden has already been promised co-operation by certain Mildura organisations. Those who require such accommodation should apply to the Warden in writing, but unfortunately the amount of accommodation in Mildura for this purpose appears to be extremely limited. After the preliminary arrangements have been made it will be then the responsibility of the student to make the final arrangements with the householder or boarding house in Mildura. It is impossible to house married students and their wives at the branch.

Laundry Facilities

Each ablution block contains two coppers and troughs for students to do their own washing if they wish. Two Mildura laundries will have receiving depots at the Branch.

Linen

It will be necessary for each student to provide his own sheets, pillow cases and towels clearly marked with his own name.

Dress

(a) All clothing should be clearly marked with the owner's name.

(b) It is suggested that clothing for men should generally be of drab colours such as grey, khaki, brown, for at times Mildura is said to be dusty.

In hot weather open-necked shirts and shorts may be worn.

(c) For dinner at night collars, ties, coats and long trousers must be worn by men and frocks by women unless otherwise directed by the Warden.

Although Mildura is noted for sunshine the winter temperatures can be low, and frosty nights are frequent in the winter (second) term.

Meals

Students and unmarried members of staff will have their meals in the four main dining rooms. Three meals will be served per day. To ensure efficient service punctuality at all meals will be essential. The dining rooms will be furnished
with small tables, each seating six to seven people. In each dining room there will be a servery and pantry from which students will in turn collect dishes for each table. Probable times of meals will be 8 a.m., 1 p.m. and 6.30 p.m. Table linen and table napkins will be provided, but students should bring their own table napkin rings.

**Food Ration Coupons**

Students must bring ration books containing sufficient coupons for the remainder of the year. These will be surrendered on arrival and forwarded by the Branch to the Rationing Commission, who will issue coupons for bulk buying. The Branch will issue students sufficient coupons for vacation periods.

**Cafeterias**

There will be two Cafeterias, one selling hot drinks and the other cool drinks, chocolate and tobacco. They will be open for limited periods—probably 10.30 a.m.-11.30 a.m., 3.30 p.m.-5 p.m., and 7.30 p.m.-10 p.m. It is hoped that the Branch will be able to obtain tobacco for sale. Present indications are that no supplies will be made available for ex-service personnel, who will need to make arrangements with their tobacconists to have their tobacco forwarded to them.

**Bus Service into Mildura**

There is a bus service between the front gate of the Branch and Mildura, and the proprietors have given an assurance that they will increase the bus service to meet reasonable requirements of the Branch. The bus fare is 9d., although representations are being made to have it reduced.

**Bank**

There will be a branch of the National Bank at the Branch which initially will be open three days per week, but should the demand be adequate it will be open every day. This bank will also act as an agency for the State Savings Bank.

**Post Office**

The Postmaster General's Department is setting up at the Branch a Post Office where there will be ordinary postal facilities and a Branch of the Commonwealth Savings Bank. The postal authorities have installed a multi-coin public telephone outside the post office for the use of staff and students (see also Union Telephones).
University Bookroom

The Melbourne University Bookroom will establish an office at the Branch. This will be open for three hours per day and text books, notebooks, and other requirements of students will be sold there.

Barber and Bootmaker

There will be a barber and a bootmaker at the Branch.

Daily Papers

A local newsagent will sell daily papers. Copies will also be provided in the Union.

Payment of Miscellaneous Accounts

The barber will operate as a business and will receive cash payment for services. The same holds for the newspaper man. The bootmaker will be an employee of the University, and will issue to students an account which should be paid at the Sub-Registrar's office. Dentist's accounts which will be issued in a similar manner, should also be paid at the Sub-Registrar's office.

Motor Cars

If a student brings either a car or a motor cycle, the Branch will not guarantee to furnish garages, as there is very limited garage space at the Branch. The Warden would prefer that no such vehicles be brought in by students. Cars and bicycles must not be parked on the roads within the Branch.

Radios and Gramophones

The Union at the Branch will contain a certain number of radios and gramophones. If students bring private radios and gramophones to the Branch they will be permitted to use them only at times specified by the Warden.

Pets

No animal pets will be allowed.

Sick Bay

There will be a sick bay with two nursing sisters in attendance. This will contain a section of four beds for women and one of ten for men. No medical officer will be in residence, but the University has appointed two part-time Branch medical officers, one from Mildura and one from Merbein, and will pay to each a retainer so that the cost of any medical attention for residents at the Branch will be the same as if the patients visited the medical practitioner's surgery.

A list of all medical practitioners in Mildura and district will be posted in the sick bay.
Dental Facilities

In addition to the staff for teaching dental prosthetics, there will be a Branch dental officer whose duty it will be to attend to the dental needs of staff and students at the Branch. Those receiving dental attention will be charged by the University at the same rates as charged in Mildura, less a Branch discount.

All undergraduates are to be given, without charge, a thorough dental examination including X-radiographs as soon as possible after the beginning of the academic year. A second examination will be made just prior to the students' leaving the Branch at the end of the year.

Visitors

Students will be permitted to entertain at their own expense one guest to meals, provided they give notice of their intention to do so. During the week-end the limit of one guest will be waived, but adequate notice must be given to the Catering Manager, and it is hoped that students will invite their parents or members of their families, if they come to Mildura, to visit the Branch. Visitors will be welcome to the grounds of the Branch and to the Union. All guests of students must leave the Branch by 11 p.m. except when otherwise authorised by the Warden for special functions.

Visiting Lecturers

It is hoped to have distinguished lecturers to give evening addresses at about weekly intervals. These lecturers will be drawn mainly from the University staff, but will include, if possible, members of other Australian universities and outside authorities on subjects of general concern. The subjects of these lectures will be of wide appeal and will not be directly connected with students' courses.

Church Services

There will be no official chaplain at the Branch, but facilities will be provided for church services. The Protestant clergy of Mildura have been informed that they may hold a service about 9 a.m. on Sunday morning. A bus will be available to take Roman Catholic students to Mass in Mildura early on Sunday. (No doubt also the Student Christian Movement, the Evangelical Union and the Newman Society will undertake activities at the Branch.) Rooms will be set aside at the Branch so that visiting clergymen may interview students if they so desire.
The Union

The Union is a club, the facilities of which are available to all students. Its success depends largely on the enthusiasm and interest with which members participate in the various activities connected with it and on the care which they exercise with regard to Union property. The following are some of the facilities which the Union will provide.

The Browsing Library. This is non-technical in character, comprising fiction, drama, travel, biography, etc., as well as a wide range of periodicals. Gramophone records are available there for playing by members in the Music Rooms.

The Theatre. The Theatre, which is capable of seating 450 people, is provided with complete cinema projection equipment. A weekly film programme will be shown. The stage is equipped to make adequate provision for dramatic performances.

Music Rooms. There are three Music Rooms, which are equipped with electric gramophones. Bookings for these will be made at the Browsing Library. Permission to operate gramophones is given only to those whose names appear on the official list of gramophone technicians. Any student may qualify for inclusion in this list.

Billiard Room. Four tables are available for use and may be booked through the Steward on duty.

Chess Room. This room is furnished with special tables, and sets of chess men may be obtained from the Attendant in the Browsing Library.

Telephones. In the Union there will be a telephonist in attendance between 7 p.m. and 10 p.m. daily. Students may ring their parents and also the parents the students, but it will be necessary for the students to be in the Union building when their parents ring, as otherwise it will be impossible to locate them. It is hoped that by the time the Branch is established at Mildura there will be an improved telephone service between Melbourne and Mildura.

Clubs and Societies. It is hoped that students will form clubs and societies along lines in which their interests lie. Rooms will be provided for meetings and limited grants may be made towards reasonable expenses. The following list comprises some of the clubs and societies organised among students in Melbourne:

- Australian Student Christian Movement
- Chess Club
- Choral Society
- Debating Society
Dramatic Club
Engineering Students' Society
Melbourne University Ex-Services' Association
Evangelical Union
Fine Arts Society
Freethought Society
French Club
German Reading Circle
Historical Society
Labour Club
Liberal Club
Literature Club
Mathematical Society
Medical Students' Society
Newman Society of Victoria
Philosophical Society
Physics Club
Political Science Club
Rhythm Club
Russian Literary Circle
Science Club
Table Tennis Club.

Amenities Fund

Certain amenities have been provided by the Mildura Branch Amenities Committee which was formed by Mrs. J. D. G. Medley, the wife of the Vice-Chancellor. The total sum raised, mainly as a result of the Raisin Fete held in December last, was £1500. The sum has been used to provide books for the Browsing Library and gramophone records.

In addition, the citizens of Mildura established a comforts fund for the R.A.A.F. during the war and have generously presented the equipment purchased from this fund to the Branch.

Sports Union

Facilities will be provided wherever possible for students to engage in sports and games in which they are interested. There are three ovals, eight tennis courts, two squash courts and areas for volley ball and deck tennis. The Mildura Rowing Club has placed its sheds at the University's disposal and the Branch already possesses a racing eight and practice eight. There will be a gymnasium fitted with suitable equipment. It is hoped where possible to enter teams in local competitions as well as having inter-faculty events and matches with visiting teams. Members of sports clubs at the Branch will be considered as members of the equivalent clubs in Melbourne and therefore eligible for selection for University teams.
Swimming Pool

On the far side of the aerodrome from the Branch there is a large dam used by the Department of Civil Aviation and the Branch for watering which the D.C.A. authorities have made available to the Branch as a swimming pool, and it is planned to erect dressing sheds. Undergraduates will be allowed to cross the airstrip to the pool, provided

1. that there is to be no traffic when signals indicate that an aircraft is expected;
2. that traffic to and from the pool is confined to the bitumen runways;
3. foot traffic only will be allowed on the runways, but the pool may be approached by road external to the aerodrome.

General

All students are expected to use common sense as regards their general behaviour, being particularly careful not to cause inconvenience to others or to damage property which has been secured with considerable difficulty for their benefit. The success of the Branch both as an academic institution and as a community depends largely on mutual co-operation among all its members. The people of Mildura are doing all they can for the Branch, and it behoves students to use good sense and moderation in their behaviour in Mildura.

Commonwealth Reconstruction Training Scheme

The University has as a member of its staff a Guidance Officer for ex-service personnel. He is available to assist ex-service students, particularly in advising on courses, rights under the Commonwealth Reconstruction Training Scheme, provision of extra tutorial assistance, and generally to help students during their period at the University. The Guidance Officer will not have a permanent representative at the Mildura Branch although either he or his deputy will visit the Branch at regular intervals during the year. Students should endeavour to arrange any necessary matters with the Guidance Officer in Melbourne prior to their arrival at the Mildura Branch. However, many matters will crop up during the year affecting ex-service students and men students wishing to obtain advice on matters pertaining to the Commonwealth Reconstruction Training Scheme during terms should see the Sub-Dean of Men, who will, where necessary, arrange for the student concerned to interview the Guidance Officer on his next visit to the Branch. Women students should consult the Sub-Dean of Women. In urgent matters, the Sub-Dean will, if necessary, contact the Guidance Officer in Melbourne by telephone or letter.
The Universities Commission, which is the body charged by the Commonwealth Government with responsibility for administering the Reconstruction Training Scheme as it applies to University students, does not, for the present, intend to establish a branch at the Mildura Branch of the University. Matters in connection with the payment of living allowance or administration on which a trainee normally deals direct with the Commission should be referred to the Sub-Dean of Men or the Sub-Dean of Women, as the case may be, who will hand the information to the Sub-Registrar’s Office for contact with the Head Office of the Universities Commission. It is the intention during the early portion of the academic year to send to Mildura an officer of the Commission to answer enquiries on matters for which the Commission is responsible. Trainees when advised by the University that they are required to proceed to the Mildura Branch, should advise the Commission of that fact, and should take the following action before proceeding to Mildura:

1. Advise the Commission of any change of address to which cheques for payment of living allowance should be forwarded.
2. If an offer of training benefits has not been received, attend at the Commission’s office to obtain the necessary documents.
3. If an offer of training benefits has been received, return to the Commission’s office the acceptance before proceeding to Mildura.
4. Attend to all matters in connection with the books and instruments allowance.
5. Make arrangements to obtain the necessary voucher for travel. If trainees proceed to Mildura without obtaining warrant for travel, claims for the amount of fare involved should be forwarded to the Commission’s office in Melbourne on Commonwealth Treasury Form No. 12.

Cheques for the payment of living allowance will be forwarded direct to the Sub-Registrar’s office at the Branch. The Sub-Registrar will arrange to make cheques available to trainees, and will obtain receipts for them.
University Appointments Board

The Appointments Board, as well as assisting graduates who are seeking employment, is also responsible for arranging vacation work, during the University Long Vacation, for men and women desiring to gain practical experience in the work of their courses, or wishing to earn money to help pay their way. Students seeking vacation employment in Melbourne or in areas other than Mildura should write to the Secretary of the University Appointments Board in Melbourne. Students seeking work in the Mildura area should advise the Sub-Dean of Men.