No. 30

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CONTENTS

Introduction--------------------------------------------- Page 1
Report from Senate------------------------------------- Page 2
Organisation of Business ----------------------------- Page 3
Transport and Parking -------------------------------- Page 3
Exeats ------------------------------------------------ Page 8
B. A. Finals Examinations, 1967-70 --------------------- Page 11
Lecture Timetable ------------------------------------- Page 25
Academic Services ------------------------------------- Page 34
Vacation Grants -------------------------------------- Page 34
Opening of the Academic Year 1966-67 ----------------- Page 38
Graduation Ceremony ---------------------------------- Page 39
Visit of H. R. H. the Duke of Edinburgh----------------- Page 40
Visitors --------------------------------------------- Page 40
Faculty Appointments ------------------------------- Page 42
Increased Union Subscription -------------------------- Page 45

This publication is intended for members of the University of Sussex. Extracts from it should not be published without the Editors' permission.

While every effort will be made to ensure the accuracy of the information which the Editors pass on, readers will appreciate that this is a news-bulletin and not an official Gazette.

Correspondence etc. relating to the Bulletin should be addressed to Robert Jamieson, Essex House, Falmer.
INTRODUCTION

Following the resignation of the Editor and pending the outcome of the current discussions about its role and that of student publications next session, the Registry, as an interim measure, accepted responsibility for the publication of the Bulletin during the summer term, 1966. The content of the present publication has been divided between a University Diary, published weekly, and a Bulletin covering the remaining material and appearing once or twice during the term.

The weekly University Diary consists of three types of information:—

(i) a diary of University events for the following week, to supplement the Union Diary published in Unionews;

(ii) a list of major forthcoming events for a period of more than one week ahead;

(iii) information or notices inserted at the request of individual sections of the University.

The Diary is circulated weekly on Mondays: the Registry deposits copies in each building, so that the Porters may circulate them to members of faculty and 500 copies are given to the Union for general circulation as an attachment to Unionews. The Diary is compiled in the Registry by Miss Susan Lee (room number 56 in Essex House, internal telephone number Essex 188) to whom material for inclusion, preferably type-written, should be sent not later than 10.00 a.m. on the Friday preceding the week for which inclusion is requested.

The Bulletin itself will therefore no longer contain the material described above and so need not, for this term, appear regularly on fixed dates. It will consist mainly of articles, plus additional items of information, such as lists of visitors to the University, and will be edited for the term by Mr. R. I. M. Jamieson (room number 94 in Essex House, internal telephone number Essex 216) for publication when sufficient material has accumulated.

The Registry has undertaken this work as a temporary measure without additional resources being provided and has consequently no facilities for ensuring a thorough coverage of all events and information. A general invitation was issued to members of the University to submit articles for insertion in the Bulletin. No articles have been received. This issue of the Bulletin if thus of necessity a different type from previous issues; it is composed of information on official business. Whether or not a second issue is published this term will depend upon how much material is received and when it is received.

The question of whether or not to have a Bulletin next year and the question of what type of publication it should be if we have one, are now being discussed. Ideas from you would be welcomed.
SENATE

The minutes and papers of Senate meetings are sent to School Offices in order that members of faculty may read them in those Offices. The purpose of these notes is to inform members of faculty of the topics discussed by the Senate at its meeting on 25th May, 1966. Some of the topics are the subject of special articles in this issue of the Bulletin, but others of interest to members of faculty and which are contained in the Senate papers in School Offices are:-

University Discussion · There will be a University Discussion in the Autumn Term on the Centre for Academic Services.

The Meeting House will be officially opened on Sunday, 30th October, 1966.

Admissions · The Senate approved the outline of next year's admissions policies and procedures.

B.A. Preliminary Examination · The Senate approved the Annual Report of the B.A. Preliminary Examination Board which contains details of next year's examinations and many interesting comparative statistics.

Chest X-Rays · The Senate agreed to measures suggested which will guard against tuberculosis infection.

Student Publications · The Senate approved a procedure whereby business on its way to the Senate and decisions of Senate could be published in student publications provided certain conditions are fulfilled.

Senate Elections · The Senate agreed that a further election should be held in October to fill the remaining vacancies for non-professorial members of the Senate.

Centre for the Study of Insurance · The Senate agreed to the establishment of the Centre.

University of Sussex Press · It was agreed that no action be taken at the present time to establish a Press.

Social Research Unit · It was agreed to aim at the establishment of such a Unit.

Promotions to Senior Lectureships and Readerships were recommended by the Senate.

Orchestral Conductor · A joint University/Union appointment was agreed to for one year.
THE ORGANISATION OF BUSINESS

The Senate, at its meeting held on 25th May, 1966, approved the Organisation of Business paper for 1966-67 subject to the policies and procedures involved in the appointment of members of Committees, being reviewed by a working party consisting of the Vice-Chancellor, Mr. M. G. Hutt, Dr. A. Sloman, Professor B. E. Supple and Professor N. S. Sutherland.

Copies of the Organisation of Business paper will be circulated to all members of faculty later in the summer. The document was thoroughly reviewed last year and another major review will be necessary next year; thus the 1966-67 version differs little from this year's paper.

The only important change, other than those which have already been reported during this year, is that the Social Buildings and Activities Committee and the Accommodation Committee have been amalgamated into a Social Policy Committee.

TRANSPORT AND PARKING; A PAPER SUBMITTED TO THE SENATE BY THE SOCIAL BUILDINGS AND ACTIVITIES COMMITTEE.

The Need

It is a vital interest of the University that communications between Falmer and the places where its members live should be as easy, quick and cheap as possible. As far as members of the teaching and administrative faculty are concerned, this does not seem to constitute a problem; they have a relatively wide choice of where to live, they mostly own cars, and they can park freely in the University. For students, however, the situation is more difficult. They mostly live in Brighton and Hove; public transport between there and Falmer is not satisfactory; and the shortage of parking space in the University has obliged Senate to impose restrictions upon student parking which prevent many students from owning and using cars. The Social Buildings and Activities Committee, and its special sub-committee that was appointed to investigate problems of transport, have been studying these matters since early last term. Since the decision that must now be taken is one of broad social policy with which Senate alone can deal, the Committees do not make a final recommendation: but they hope that the following facts and considerations will reduce the general problem to a single issue and give Senate the data that it needs in order to decide.

Public Transport

It seems clear that while the public transport services are as good as can be expected and have in fact met all the demands that the University has placed upon them, they cannot in the nature of the case provide the quality of service that is needed.

Southdown Motor Services run a ten-minute bus service each way between Pool Valley...
and Lewes every day till 11.00 p.m. They also run three special services to the University each weekday in term around 9.00 a.m. They report that these services have proved adequate to meet demand, and they say that they will run additional services if this proves necessary. The only difficulty would be if much greater services were required in the peak morning period between 8.00 a.m. and 9.15 a.m. The cost of the journey is 1/- single; season tickets are available, but have not been popular; the University has not been able to persuade the relevant authorities to allow Southdown to issue season tickets for the exact duration of the term and exactly to the University.

British Rail run three trains an hour throughout the day between Brighton and Lewes, and would add coaches to these trains if that were needed; the cost of the journey between Brighton and Falmer is 1/2d. single, 1/8d. cheap day return. Season tickets are available; but again the University has not been able to persuade the relevant authorities to issue an interchangeable season ticket for road and rail.

The real defect of public transport for our purposes is, however, the time that the journeys take. Trains between Brighton and Falmer take only seven minutes; but the Brighton stations are so far away from the main centres of student population that the service by rail is of very little use; and British Rail are not prepared to re-open Kemp Town Station. The journey by bus to and from Pool Valley takes 20 minutes; but even for those students who live fairly centrally, the journey from door to door takes some 40 minutes; and now that the pressure on accommodation is forcing students to live further and further away from the main bus routes, the journey for many students takes a good deal longer than that. This alone is enough to deter students from coming to the University unless they have to do so, still more from making the journey twice a day; and there is, in addition, the cost of the journey, by comparison with the shared cost of petrol for a car journey.

It therefore seems that no improvement of the public services would meet the University's needs; and the scatter of demand over both time and space would make it quite uneconomical for the University itself to run the shuttle service to and from Brighton that has been suggested.

**Cars for Students**

An obvious solution is for the University to put no obstacles in the way of students who wish to own and use cars.

The only argument that has been advanced against this policy, apart from the difficulty of finding space to park the cars in the University, is that it would increase the parking and traffic problem in Brighton. However, since students would be taking their cars out of Brighton at the hour when the commuters are coming in, and since the University can hardly be expected to solve what is really the national problem of road traffic, this argument does not seem to be very strong.
Several arguments, by contrast, tell in favour of students running cars. The journey by car is much quicker and more convenient. It makes it possible to use outlying accommodation without excessive waste of time on travel. To the car owner, the journey seems less costly, even if it is not; and if the cost is shared by groups, it may be so in fact. It therefore seems to be in the University's interest to impose no restrictions upon students owning cars; and that in practice simply means that the University should try to provide parking spaces on its site for all who want them.

The Problem of Space

Happily, there is in sight an ideal solution to the problem of where to put such parks. The Buildings Committee has started an enquiry into the system of internal roads that will be needed as the site is fully developed over the next decade. The conditions of the enquiry are: to relieve the present road that crosses and disturbs the science area; and to do so in such a way as will not disturb future buildings. Obviously, a new road must be built along the east of the site, between the science area and the playing fields. Precisely where this new road should take off from the Brighton-Lewes road in the neighbourhood of Falmer, and precisely where it should descend from the hillside towards the residential area at the north of the site, are what is still in doubt; but given such a road, whatever its final course, parking will present no problem. By a rule laid down by Brighton Corporation, the University may not build above the 300' contour; consequently, there will always be a broad stretch of ground between the easternmost academic buildings and the playing fields which is both conveniently placed for parking and, no less important, out of sight. It therefore seems clear that the long-run parking problem can, as far as space is concerned, be completely solved by using that ground. Moreover, while the building of the new road may be delayed by its cost, the short-run parking problem can be solved, as far as space is concerned, by using the hillside above the Boiler House, access to which can be secured by constructing such a short road from the Boiler House as would entail no serious distortion of the long-run plan for roads, whatever it may prove to be. Space therefore presents no problem, even allowing for the fact that a substantial part of the present parking areas will soon be lost when the Administrative Building and temporary Biology Buildings begin to be built upon them. Moreover, there is reason to hope that the various parks would be so conveniently located with respect to the various buildings that there would not be excessive pressure on any one park, and therefore no need for a system of zoning.

The Problem of Finance

The U.G.C. provides funds for building car-parks with reluctance; there are indications that it may come to demand that all car-parking schemes should be self-financing. However, it has so far made funds available to provide parking space for the academic and administrative staff of universities; and the University has been able on that basis to provide parking space for a substantial number of students too. Of the 970 registered users at present, 530 are faculty and other staff, and 440 are students. Indeed, no restrictions had to be placed on parking until this year, when, apart from a few special categories, no parking discs were issued to any students who had not had them the year
before. It is difficult to estimate how far, in those circumstances, demand exceeds supply; but when one balances the largest number of parking spaces that the University can possibly provide from U.G.C. funds against a reasonable guess at the number that would be demanded by faculty, staff and students if no restrictions were imposed on the latter, it looks as if there will be something like 250 to 300 places too few over the next two years. If the places are to be provided, some users at least will have to pay.

Supposing that some scheme of charges were adopted, the method of finance would be by means of a 6% loan from the Appeal or Reserve Fund, possibly re-payable over six years.

So many of the necessary assumptions are still indeterminate that it is not possible at this stage to state precisely what the rates of charge would have to be. For example, we have only at the present a guess to go on as to how many students would run cars if parking at the University were unrestricted; and the University has not yet decided just how much it can afford from U.G.C. funds. However, the following figures, which cover the costs of administration as well as of construction, illustrate the order of magnitude of the charges, on the assumption that 1/3 of the students would run cars.

(i) If the University made available the largest sums for this purpose that have been suggested then, if students only were charged, the charge would be £3 2s. 0d. per annum; if students and faculty were charged, it would be £2 6s. 0d. per annum; and if all users were charged, it would be £1 14s. 0d. per annum.

(ii) If the University were unable to provide anything from U.G.C. funds, then the comparable figures would be: £4 18s. 0d. per annum, £3 14s. 0d. per annum and £2 14s. 0d. per annum.

It will be seen that these figures are below the figure of £5 0s. 0d. per annum for all users, which has been circulating for the sake of argument, in that the charge to students on the assumptions most unfavourable to them, is £4 18s. 0d. per annum. This is because the parks that are now proposed are, in keeping with the flexible sitting policy that has been suggested, of the cheap but adequate variety that exists at present near Lancaster House. Thus the choice before Senate is between a policy of continued restriction upon student cars, or one of charging on one of the above principles. And since the sums involved are now relatively small, it would seem that Senate can now simply decide which policy it favours as a matter of general social principle, and ask for the details to be worked out and presented later in the term.

The Policy of Restricting Student Parking

In addition to the positive arguments, set out above, in favour of enabling students to use cars, there are strong negative arguments against the policy of preventing them by restricting parking space. The fact is that students, like all other parts of the population, have come to think that a car is a natural and reasonable thing to own, and therefore feel frustrated if they are prevented from doing so. There has been a certain rough justice in this year's restrictions whereby, apart from certain special categories only those students were granted permits who already had permits, and
therefore cars, before the restrictions began; even so, the restrictions have created a good deal of irritation and resentment. In future, however, to reduce student demand by 2/5, or possibly by the \( \frac{3}{4} \), that would be required to keep it within the limits imposed by U.G.C. finance, restrictions would have to be imposed by categorisations which would be bound to appear arbitrary and unjust to those affected by them. Thus, it appears unjust to restrict graduates; but it also appears unjust to grant permits to first year M.A. students from other universities and not to grant them to second year undergraduates; and the resentment which such discriminations cause would be made all the stronger by the fact that a really efficient car-parking scheme must provide vacant spaces at all times in all parks, so that people feel that they are being kept out needlessly. In the light of these considerations and of his experience during the past year of trying to adjust the regulations to hard cases, the Deputy Senior Tutor feels that it would be quite impossible to deal with the opposition that would result from continued restrictions by means of reason and persuasion; constant police action by the porters, and penalisation by the proctors, would be required. This would be a most undesirable state of affairs, and the Senate is therefore recommended to end the policy of restriction and adopt a system of providing parking space by charging some or all of its users.

The Choice of Charging Systems

The Committees feel that while they can confidently recommend to Senate that it should abandon the policy of restricting student parking and adopt some kind of charging system, yet the choice of charging system is so little a technical matter, and so much a matter of general university attitudes, that it would be improper, if not impossible, for them to make a recommendation about it. Instead, they merely explain that point, and place before Senate various arguments, tending in various directions, which appear to them to deserve attention.

(i) Since it is the case that even on the assumptions most unfavourable to students (faculty paying nothing, and the University nothing more) the parking charge for students would be under £5 0s. 0d. per annum, the policy of charging students only is, if other considerations are put aside, quite reasonable in financial terms; and the Union representative on the Social Buildings and Activities Committee said that they thought that students would definitely prefer such a charge to a continuation of restrictions.

(ii) Since the U.G.C. has hitherto accepted responsibility for faculty and staff, but not for student parking, and since faculty and staff are full-time, permanent employees of the University, it seems reasonable to say that they have a right to free parking while students, if University funds do not suffice, should have to pay. However, it can also be said that the claim of right to free parking is wearing thin everywhere as cars become more numerous; and it is a fact that two universities (Birmingham and Leeds) have already adopted charging systems.

(iii) Many members of the University, faculty as well as students, object in principle to the idea of discrimination between them on this point. They argue that the
feeling of equality between its members, based on a sense of common interest
and common purpose, has been and is, for all its intangibility, one of the greatest
assets of the University; and that this feeling, which is in any case not easy to
preserve as the University grows larger, would undoubtedly be weakened by such
discrimination between senior and junior members of the University.

(iv) All those who advance this argument concede, however, that it does not apply to
members of the University's staff who are not members of the teaching or
administrative faculty, since their moral commitment to the University is
naturally much less; and some also think that, if members of faculty were charged
at all, the charge for younger members of faculty should be nominal, since their
financial circumstances are more difficult than those of the majority of students.
As an illustration of what that might imply, it has been suggested that professors,
readers and senior lecturers and their administrative equivalents, might pay at
the same rate as students, while lecturers and their equivalents might pay as a
gesture, 10s. a year.

Norris discussed the above paper at its meeting on 25th May, 1966 and agreed:-

(i) that it wishes to end the policy of restrictions on student car parking and that
a system of parking charges should be introduced in an attempt to do so, even
if students alone had to pay the charges;

(ii) that it would be prepared in principle to recommend to the Council that charges
should be levied on both members of faculty and students who wished to park
their cars at the University, at a rate or rates to be determined;

(iii) to ask the Vice-Chancellor to convey to the Council the Senate's hope that funds
be made available for building the car parks which have already been tentatively
planned and for constructing a short new road to the proposed new car parking
area; and

(iv) that the Social Buildings and Activities Committee be asked to reconsider the
details of its report in the light of the Senate's discussion, particularly the
points made about the quality of the car parks, the possibility of introducing
differential rates, and whether certain car parks should be restricted to
limited categories of users; the Committee should act in the light of
resolutions (i) and (ii) above and should present alternative proposals, each
of which must have been definitely costed, to the next meeting of the Senate.

EXEATS – PROPOSALS BY THE SENATE DISCIPLINE COMMITTEE APPROVED
BY SENATE AT ITS MEETING ON 25TH MAY, 1966

If we accept the general assumption that some responsible members of the University
staff, in particular, the Deans and Personal Tutors, want to have a good idea of the
extent to which students remain in residence during term-time and therefore might be
expected to carry out their academic duties, it is necessary to have some residence regulations. If we also accept the fact that we cannot effectively police any of the various student residences and we can expect only a limited feedback of information from guest house proprietors and Park House chairmen, it is clear that we have to rely on the students themselves for most of the relevant information.

The students seem to appreciate most of the reasons why some of the University Regulations are concerned with residence, absence at night between 2 a.m. and 7 a.m. and for longer periods, and the need to obtain prior permission for exemption from academic responsibilities. It is the opinion of the Senate Discipline Committee that most of the students will collaborate in any reasonable arrangement for collecting information since the regulations are not unreasonably restrictive and there are fairly obvious reasons why the students should keep in close contact with Personal Tutors. Some arrangements are easier to administer than others, however, and it is essential that the students have a clear understanding of the spirit of the Regulations; they must also be quite clear about the procedure for taking leave of absence without prior consultation.

There seems to be general agreement between Senate, Planning Committee and the Senate Discipline Committee about the spirit of the Residence Regulations and the organisation described below has been set up in a provisional way by the Proctors for this term making use of two "Exeat Forms" instead of one.

(i) The first form, which is called an "Overnight Exeat", has to be completed by any first year or other student living in the guest houses or Park Houses and deposited in the residence before 10.00 p.m. whenever a student wants to be absent from the residence for all, or any part, of the same night, between 2 a.m. and 7 a.m. These forms are collected and sent on to the Personal Tutors at the end of the week and the students realise that they are in no sense being allowed to give themselves permission to be absent from academic duties the following day. Failure to complete the form is treated as a breach of University Regulations and it is dealt with, if detected, by Senate Disciplinary Officers. The Personal Tutor would also be informed.

(ii) The second Exeat form has to be completed by any student who wants to be absent from his residence for more than 24 hours and it has to be handed in, already signed by the Personal Tutor to an appropriate office in the University. Students are also expected to see tutors in advance before they absent themselves from academic duties and it is assumed that the Proctors and the Deans, in consultation, will deal with students who have been absent without handing in the exeat form.

The two forms have very different lay-outs and they are intended to be associated with quite different functions. Many of the overnight exeats will be handed in because students want to stay out a bit later than 2 a.m., some of them will be concerned with absence from Brighton overnight. A form of the second type with prior consultation with the tutor would be required whenever the student wants to spend more than 24
hours away, or one night followed by a day when he ought to be present for academic reasons. We look upon the overnight exeat as a replacement for the Signing Out Book, a replacement which has been accepted by the students in spite of the fact that Personal Tutors will obtain more information than they have in the past, and the second Exeat Form performs the same functions as the existing Exeat Forms.

In general, Personal Tutors can expect to know within one week of overnight absences, if forms are completed by students, possibly earlier for the very few cases when absence without a form is reported by one of the responsible persons. Reminders will be sent to Personal Tutors by the Proctors' Office whenever the number of forms recorded in a given term has reached a multiple of five, and the Personal Tutor, in consultation with the Dean, if necessary, will be expected to take any appropriate action. The Senate Discipline Committee recommends that no statement about the number of allowed late or overnight absences per term should be included in the Regulations but there is no reason at all why some guidance should not be given to Personal Tutors and students by the Deans.

The Senate Discipline Committee realises that this system, like any other which avoids the use of "policemen", will only produce meaningful control and information about student behaviour if students are persuaded that they ought to collaborate in their own interest. It places a heavy responsibility on the Personal Tutors but the Senate Discipline Committee is convinced that this is where the responsibility really should lie.
B.A. FINAL EXAMINATIONS, 1967-1970

During the last year considerable interest has been shown in the University in the introduction of new methods of examining. The Academic Board considered last autumn the pattern of examining in the B.A. Final Examination, and agreed that the aim should be to diversify the examination system whilst retaining the three-hour unseen paper as the basis of the system. The Board then asked for detailed proposals for changes in the methods of examining to be made by the examination boards, Schools of Studies, and by representatives of the various subjects. Proposals were made and discussed exhaustively, and now details of the agreed pattern are published with the authority of Academic Board and Senate. It may be found necessary still to make some minor adjustments in some of the details given below, but it is stressed that these will be minor changes only. Full lists of the courses to be examined in the summer of 1967, showing the method of examination of each, will be published as early as possible in the autumn term, 1966.

Information is given below under three headings:-

A. Principles

1. The three-hour unseen paper is to be retained as the basic method of examination for the majority of courses examined in Finals.

2. Departures from this norm have been agreed in a number of cases, the general pattern being that each candidate will be examined in one or two of his courses by dissertation or extended essay.

3. The pattern of the Final Examination now agreed upon is to remain unchanged for a trial period of four years without major amendments and reviews. Minor changes may have to occur but these are to be kept to a minimum.

4. Candidates taking some major subject courses are in future to be required to write a General Dissertation (see paragraph B 3 below) which will form an additional unit in their Final Examination. Since insufficient notice has been given for the introduction of this requirement for 1967 finalists, the General Dissertations will be introduced for the first time for candidates taking Finals in 1968. In other words, present first-year undergraduates majoring in certain subjects will be required to write a General Dissertation over the 1967 summer vacation and the two subsequent terms.
5. Candidates majoring in subjects that in future are to be examined by a Course Dissertation (see paragraph B 2 below) as well as by set papers, will however be required to submit these dissertations as part of the 1967 Final Examination. That is, some present second-year undergraduates will be expected to start work on Course Dissertations during the coming summer vacation, and to submit them at the beginning of the summer term, 1967. Full instructions about these dissertations will be issued to candidates in the next few weeks, but in the meantime undergraduates ought to discuss the matter with their tutors.

6. The Final Examination consists normally of between 9 and 11 units. Each unit, whether the examination is by set paper, dissertation or extended essay, is of equal weight in deciding a candidate's class.

7. Each candidate is awarded a mark for course performance, including vacation essays and project work as appropriate, by his Dean. The Dean's mark is taken into account by the Examination Board.

8. As far as possible, each course is to be examined by only one form of examination. It has been necessary, however, to allow some exceptions to this principle; for instance Topics in History and Literature can be examined by dissertation in one School and by set papers in another.

9. Failure to submit a dissertation or an extended essay on time will have the same consequence as failure to attend a written examination.

10. Examining Boards have power to conduct viva voce examinations in the case of any candidate who is on the borderline between two classes, or if there is any query about the work presented in a candidate's dissertation or extended essay.

11. The main part of the Final Examination (i.e. the written papers) is to be held as late as possible in the final summer term to allow candidates maximum time for revision. It is recognized, however, that if candidates are not to sit more than one paper on any one day, and if examiners are to have sufficient time to mark the scripts before the end of term, it will not be possible to hold the examinations very late in the term.

B. Definitions

Examinations of the following types, each equal to one unit in Finals, have been approved, and are defined below:

- set papers
- course dissertations
- general dissertations
- extended essays
- practical work
- oral examinations
1. **Set papers**: this term normally means an unseen three-hour paper taken under examination conditions (NB: papers of this specific type remain the basis of the examination system). It is however open to Examination Boards to vary, in a limited number of cases, the usual conditions: e.g. the time allowed might be extended; the question paper might be issued to candidates in advance of the examination; notes, texts or other aids might be allowed; the number of questions to be answered might vary from the normal three or four.

2. **Course dissertations** are to be written on topics relating to one course only; this course is a major subject course, with the exception of some contextual courses which are both major and contextual, and is normally one taught before the beginning of the candidate's final year. A candidate who writes a course dissertation will not have any further examination on that particular course.

3. **General dissertations** are to be written on topics relating to several courses on a major subject; they will count as an extra unit in the Final Examination.

Both types of dissertation are governed by the following rules:

(a) They are to be of a maximum length of 5,000 words.

(b) They are to be written over the candidate's second summer vacation, and the following two terms, and are to be submitted on the third day of the final summer term.

(c) The title of the dissertation, at the discretion of the Examination Board, will either be selected by the candidate, approved by his tutor and reported to the Examination Board; or a selected list of titles will be approved by the examiners and the candidate will choose his topic from this list. The selection and agreement on the title of the dissertation will take place immediately before the final summer vacation.

(d) The supervision of the writing of the dissertation is restricted to the preparatory stages of the dissertation, and is to be at one meeting between the candidate and his tutor to be held at the beginning of the final autumn term. An exception to this rule is the dissertation on Ethnography written by Social Anthropology majors; this course is planned as a term's supervised research, and candidates receive eight tutorials.

(e) The preparation of a dissertation must not be allowed to prevent a candidate from undertaking the normal vacation reading and essays for other courses, nor should it hinder a candidate's normal tutorial work during the final year.
(f) Notes on the presentation of dissertations will be prepared by each subject group for the guidance of candidates; they will be compiled into one document by the Examinations Section of the Registrar's Office and issued to candidates before their final summer vacation.

(g) No oral examinations on the dissertations will be held unless the Examination Board, in drawing up the class list, requires further information about the candidate's work.

(h) The dissertations will be marked by examiners and assessors appointed by the appropriate Examination Board.

(i) The copies of dissertations submitted for examination will not be returned to candidates.

An exception to the above is the General Dissertation written by candidates in the School of European Studies during their year spent abroad. This dissertation is to be of maximum length of 10,000 words. The title of the dissertation will be approved by the candidate's tutor and reported to the Examination Board. The dissertation is to be submitted by the third day of the autumn term in the candidate's final year. No oral examinations will be held on these dissertations.

4. **Extended essays** are to be written on topics related to one course only, and the course, which may be a contextual or a major subject one, may be taken during the final year:

   (a) the maximum length of the essay is to be 4,000 words;

   (b) the time allowed for the writing of an extended essay may vary from approximately six months to one week, and is specified in each case;

   (c) the topic, or topics, will be set by the examiners;

   (d) candidates will normally receive no supervision in the writing of their essays;

   (e) the essays will be marked and orals held, if necessary, in the same way as dissertations;

   (f) the copies of the extended essays submitted for examination will not be returned to candidates.

5. **Practical work** relating to several courses in a major subject will be examined by continuous assessment during a candidate's course, and a mark counting as one unit in the Final Examination will be given by the examiners (e.g. Geography).
6. Oral examinations to test the proficiency in a foreign language of candidates majoring in that language, will be conducted by the examiners at the end of the candidate's course. (These oral examinations are not to be confused with the viva voce examinations described in paragraph A 10 above.)

C. Methods of Examination of Contextual and Major Courses in 1967 and subsequent years

I CONTEXTUAL COURSES

1. SCHOOL OF AFRICAN AND ASIAN STUDIES

(1) Westernisation and Modernisation: by extended essay; maximum: 4,000 words; topics approved by Examination Board and allocated to candidates at end of Y3/T1, except for candidates who are also taking Concepts, Methods and Values in the Social Sciences who will be given their topics at beginning of Y3/T1; candidates will be supervised in writing the first draft of essay and this will be discussed at a seminar; candidate has one subsequent consultation with supervisor; essays submitted at beginning of Y3/T3.

and (2-4) Three set papers on remaining courses.

2. SCHOOL OF EDUCATIONAL STUDIES

(1) Artist and Public in Contemporary Society: by extended essay; maximum: 4,000 words; single topic set by Examination Board to be given to candidates immediately after they have all taken their other Finals papers; essay to be written in one week.

and (2-4) Three set papers.

3. SCHOOL OF ENGLISH AND AMERICAN STUDIES

EITHER

(1) Essay (ref. 3.0.1. in 1965/66 Prospectus): by extended essay; maximum: 4,000 words; essay titles to be approved by Examination Board, issued to candidates immediately after they have taken their other Finals papers; essay to be written in one week.

and (2-6) Five set papers.
(1-4) Four set papers

and (5) Essay: by extended essay as above

and (6) The Gilded Age in American Literature and Society or America in the 1920s: by course dissertation; maximum: 5,000 words; topic chosen at end of Y2/T3 by candidate from list approved by examiners; dissertation submitted at beginning of Y3/T3. (If either of these papers is taken by other majors, they will be examined by a set paper.)

4. SCHOOL OF EUROPEAN STUDIES

(1-5) Five set papers.

5. SCHOOL OF SOCIAL STUDIES

EITHER

(1-4) Four set papers.

OR (for Mathematics majors only)

(1) One set paper.

II MAJOR SUBJECT COURSES

1. AMERICAN STUDIES

(1-5) Five set papers.

2. ART

Course and method of examining still to be decided; one dissertation will be included in examination, either Course Dissertation or General Dissertation.
3. ECONOMICS

In European Studies, and Social Studies

(1-5) Five set papers

and (6) *General dissertation; maximum: 5,000 words; list of topics (including all Economics courses) approved by examiners and issued to candidates at end of Y2/T3; dissertation to be submitted at beginning of Y3/T3.

In 1967, in African and Asian Studies only

(1-4) Four set papers

(5) The Economy of an Approved African or Asian Country or Region: by course dissertation; maximum: 5,000 words; list of topics approved by examiners and issued to candidates at end of Y2/T3; dissertation to be submitted at beginning of Y3/T3.

In 1968 and subsequent years, in African and Asian Studies

Five set papers and a general dissertation, as for Economics in European Studies above.

4. ENGLISH

EITHER

(1-4) Four set papers for all candidates in English Studies.

OR

(1-5) Five set papers for candidates in African and Asian Studies, European Studies, and Social Studies.

OR * (optional in European Studies only)

(1-4) Four set papers

and (5) Topic in European History and Literature: by extended essay; maximum: 4,000 words; topics to be set by examiners at end of Y3/T1; essays to be submitted in 2nd week of Y3/T2. (NB: Topics in English History and Literature are examined by set papers.)

* not required for the 1967 Final Examination
(1-4) Four set papers

(5) Topic in History and Literature or Topic in Philosophy and Literature: by course dissertation; maximum: 5,000 words; topic chosen at end of Y2/T3 by candidate from list approved by examiners; dissertation to be submitted at beginning of Y3/T3.

5. FRENCH

(1) Dissertation in French written during year abroad; maximum: 10,000 words; topics chosen by candidates and approved by tutors; dissertations submitted at beginning of Y4/T1.

and (2) Oral examination.

and EITHER (in African and Asian Studies)

(3-8) Six set papers, including a translation paper.

OR (in European Studies)

(3-6) Four set papers.

and (7) Topic in French History and Literature: by extended essay; maximum: 4,000 words; list of topics to be approved by examiners and issued to candidates at end of Y4/T1; essays to be submitted in second week of Y4/T2.

6. GEOGRAPHY

(1) Geographical Aspects of Contemporary Social and Economic Problems: by course dissertation; maximum: 5,000 words; list of topics approved by examiners and issued to candidates at end of Y2/T3; dissertations submitted at beginning of Y3/T3.

and (2) Environment and Man: by Special Project; course taught in Y1/T3; each student does a sequence of projects (no choice) written during Y1/T3; submitted by beginning of Y2/T1.

and (3) Practical and Field work: by assessment.

and (4-6) Three set papers.
7. GERMAN
(1) Dissertation in German written during year abroad; maximum: 10,000 words; topics chosen by candidates and approved by tutors; dissertations submitted at beginning of Y4/T1.
and (2) Oral examination.
and (3-7) Five set papers.

8. HISTORY

In African and Asian Studies, and Social Studies

(1-4) Four set papers.
and (5) History Special Subject, paper 2: by course dissertation; maximum: 5,000 words; topics selected by candidates, approved by tutors and reported to Examination Board at end of Y2/T3; dissertations to be submitted at beginning of Y3/T3.

In English Studies

(1-3) Three set papers.
and (4) History Special Subject, paper 2: by dissertation as above.

In Educational Studies

EITHER

(1-4) Four set papers.
and (5) either History Special Subject, paper 2: by dissertation as above.
or (if History Special Subject not taken) History of Education since 1760: by course dissertation; maximum: 5,000 words; topics selected by candidates, approved by tutors and reported to Examination Board at end of Y2/T3; dissertations to be submitted at beginning of Y3/T3.

OR

(1-5) Five set papers. (If History Special Subject or History of Education since 1760 is taken, see above.)
In European Studies

(1) History Special Subject, paper 2: by dissertation as above.

and EITHER

(2-5) Four set papers.

OR

(2-4) Three set papers.

and (5) Topic in History and Literature: by extended essay; maximum: 4,000 words; list of topics to be approved by examiners and issued to candidates at end of Y3/T1; essays to be submitted in 2nd week of Y3/T2.

9. INTERNATIONAL RELATIONS

(1-5) Five set papers.

and (6) * General dissertation; maximum: 5,000 words; title selected by candidate in Y2/T3, approved by tutor and reported to Examination Board; dissertation to be submitted at beginning of Y3/T3.

10. LAW

Course and method of examining still to be decided; one dissertation will be included in examination, either Course Dissertation or General Dissertation.

11. MATHEMATICS:


and (3-7) Five Mathematics papers as set for B.Sc.

and (8) * General dissertation on subject taken under 1 and 2 above; maximum: 5,000 words; list of topics approved by examiners and issued to candidates at end of Y2/T3; dissertation to be submitted at beginning of Y3/T3.

* not required for the 1967 Final Examination
12. **PHILOSOHY**

(1) * General dissertation on philosophical or bridge topic; maximum: 5,000 words; topics selected by candidates, approved by tutors and reported to Examination Board at end of Y2/T3; dissertations to be submitted at beginning of Y3/T3.

and **EITHER**

(2-6) Five set papers (in Educational, European and Social Studies)

**OR**

(2-5) Four set papers (in English Studies)

13. **PHILOSOPHY AND RELIGION**

(1) * General dissertation; maximum: 5,000 words; topics selected by candidates during Y2/T3, approved by tutors and reported to Examination Board; dissertations to be submitted at beginning of Y3/T3.

and (2-6) Five set papers.

14. **POLITICS**

**In 1967**

(1-5) Five set papers. (No dissertation)

**In 1968 and subsequent years**

(1-4) Four set papers.

and (5) **Political Analysis:** by course dissertation; maximum: 5,000 words; list of topics approved by examiners and issued to candidates at end of Y2/T3; dissertations to be submitted at beginning of Y3/T3.

15. **PSYCHOLOGY**

(1-5) Five set papers.

and (6) **Thinking, Creativity and Intelligence:** by course dissertation; maximum: 5,000 words; topics chosen by candidates during Y2/T3, approved by tutors, and reported to Examination Board; dissertations to be submitted at beginning of Y3/T3.

* not required for 1967 Final Examination
16. PSYCHOLOGY, SOCIAL

(1-5) Five set papers.
and (6) * General dissertation based on project work; maximum: 5,000 words; topics chosen by candidates during Y2/T3 and approved by tutors, reported to Examination Board; dissertations to be submitted at beginning of Y3/T3.

17. RELIGIOUS STUDIES

EITHER

(1-5) Five set papers.
and (6) * General dissertation; maximum: 5,000 words; list of topics approved by examiners and issued to candidates at end of Y2/T3; dissertations to be submitted at beginning of Y3/T3.

OR

(In European Studies if candidates choose the Topic in European History and Literature)

(1-4) Four set papers.
and (5) Topic in History and Literature: Politics, Religion and Science in the Age of Pascal: by extended essay; maximum: 4,000 words; list of topics to be approved by examiners and issued to candidates at end of Y3/T1; essays to be submitted in 2nd week of Y3/T2.
and (6) * General dissertation (as above).

18. RUSSIAN

(1) Dissertation in Russian written during year abroad; maximum: 10,000 words; topics chosen by candidates and approved by tutors; dissertations submitted at beginning of Y4/T1 (or 12 months later if fourth year is spent abroad).

and (2) Oral examination

and EITHER

(3-7) Five set papers.

* not required for 1967 Final Examination
OR

(3-6) Four set papers.

and

(7) Topic in History and Literature: by extended essay; maximum: 4,000 words; list of topics to be approved by examiners and issued to candidates at end of Y4/T1; essays to be submitted in 2nd week of Y4/T2.

19. RUSSIAN STUDIES

In 1967

(1-5) Five set papers.

In 1968 and subsequent years

A course or general dissertation will be introduced.

20. SCIENCE (APPLIED SCIENCES, BIOLOGY, PHYSICS)

These courses are not yet fully decided, and there are as yet no undergraduates taking them; the methods of examination have therefore not yet been agreed. They will be decided in due course in a way consistent with the principles laid down.

21. SOCIAL ANTHROPOLOGY

(1-4) Four set papers.

and

(5) Ethnography: by course dissertation; maximum: 5,000 words; list of topics approved by examiners, to be issued to candidates at end of Y2/T3; dissertations to be submitted at beginning of Y3/T3.

22. SOCIOLOGY

(1-5) Five set papers.

and

(6) * General dissertation which may be based on project work; maximum: 5,000 words; list of topics approved by examiners and issued to candidates at end of Y2/T3; dissertation submitted at beginning of Y3/T3.

* not required for 1967 Final Examination
SOCIOLOGY AND POLITICS

(1-5) Five set papers. (No dissertation)

Note

The reader will have noted the extreme complexity of the B.A. examining system. If anyone detects any inaccuracy in detail, or, for that matter, wants any further information, he should get in touch with Miss M. M. Coppinger, Assistant Registrar (Examinations), Essex House (internal phone no. 181).
LECTURE TIMETABLE

This report by those responsible for the Lecture Timetable on the 1965–66 session and on plans for the 1966–67 session was approved by the Academic Board on 11th May, 1966.

1. Responsibility

The Organisation of Business paper for 1965–66 states that 'the Lecture Timetable is the responsibility of one member of faculty to be appointed by the Senate to work with a member of the Registrar's central office. The preparation of the material for the timetable is the responsibility of the Arts and Science Schools. The Arts Schools are responsible for preparing a co-ordinated draft timetable for all of the Arts Schools and the Science Schools similarly for the Sciences; they are also responsible for the publication of the timetables after the drafts have been approved by the two people referred to above. The two people referred to above are responsible for settling disputes and priorities amongst the Schools, for ensuring that University policy is followed (e.g. in regard to Wednesday being the business day), for allocating time for University Lectures and for Union Meetings, and for any other matters of a general nature. The member of faculty will submit an annual statement to the Academic Board in the Summer Term.'

We recommend that the above procedure be continued for 1966–67 and that the member of the academic faculty responsible should be ex-officio a member of any committee whose terms of reference touch upon the Lecture Timetable (e.g. the Lecture Theatres Sub-Committee of the Academic Services Committee). We think that the system has functioned efficiently without the need for a formal Lecture Timetable Committee. In fact, the member of the academic faculty has had little adjudication to do, but the office should be continued for a further year.

2. Authorised Teaching Hours

The authorised teaching hours are as follows and we recommend that they be confirmed for 1966–67:

Mondays, Tuesdays

9.10 - 10.10  10.10 - 11.10  11.30 - 12.30  12.30 - 1.30
2.15 - 3.15  3.15 - 4.15  4.45 - 5.45  5.45 - 6.45

(10.10 - 11.10 on Tuesdays is reserved for the Arts/Science Scheme and from 5.45 - 6.45 on Tuesdays is reserved for Union Meetings)
Wednesday

9.10 - 10.10 10.10 - 11.10 (later hours may be used for tutorials by agreement with tutees if the tutor is not involved in committee work.)

Thursdays, Fridays

9.10 - 10.10 10.10 - 11.10 11.30 - 12.30 12.30 - 1.30
2.15 - 3.15 3.15 - 4.15 4.45 - 5.45

(5.45 - 6.45 on Fridays reserved for University Lectures.)

Saturday

9.10 - 10.10 10.10 - 11.10 11.30 - 12.30

Three types of difficulties can occur over the official teaching hours:-

(i) teaching taking place outside the official hours at times when it is inconvenient (e.g. the holding of seminars on Wednesdays). Although this has caused minor problems we have no knowledge of it causing serious problems;

(ii) teaching taking place within the limits of the official hours but not in accordance with them. There is evidence that this is occurring at an increasing rate; over 20% of the seminars in Arts are between one and two hours in length (and thus by definition do not conform to the official hours) and some tutors do not conform to the official hours when they arrange tutorials. We recommend that as far as possible seminars should be either of one or of two hours in length and that TUTORS BE ASKED TO ARRANGE TUTORIALS IN CONFORMITY WITH THE OFFICIAL HOURS; and

(iii) non-teaching activities being arranged within the official teaching hours. Although we have had occasion to remind one Union Society of the Union's agreement with the Senate (i.e. that Union and Society meetings will not be held during the teaching hours) we know of no serious problems in this regard.

NOTE Research colloquia may be held either within or outside teaching hours; if they are held within teaching hours, then they should be in accordance with them.

3. Facts and Figures

The Deputy Registrar will arrange for statistics to be maintained on matters related to the Lecture Timetable. The current year's statistics are not yet complete but the following are examples:-
(a) Seminars per week in hours (Arts Building)

<table>
<thead>
<tr>
<th></th>
<th>Autumn Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminars of 1 hour duration</td>
<td>63</td>
<td>59</td>
<td>44</td>
</tr>
<tr>
<td>Seminars of 1-2 hours duration</td>
<td>30</td>
<td>26</td>
<td>17</td>
</tr>
<tr>
<td>Seminars of 2 hours duration</td>
<td>30</td>
<td>33</td>
<td>42</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>168</strong></td>
<td><strong>164</strong></td>
<td><strong>154</strong></td>
</tr>
<tr>
<td>USE OF LIBRARY SEMINAR ROOM</td>
<td>16</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>ROOMS UNOCCUPIED</td>
<td>34</td>
<td>30</td>
<td>42</td>
</tr>
<tr>
<td>ROOMS UNAVAILABLE BECAUSE OF ODD LENGTH SEMINARS</td>
<td>11</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>OCCASIONAL BOOKINGS (average per week)</td>
<td>9</td>
<td>5</td>
<td>-</td>
</tr>
</tbody>
</table>

**Note 1**

The figures do not tally exactly because of the use of break periods.

**Note 2**

Many of the hours lost through seminars of odd length are unpopular hours, for example the 9.10 - 10.10 period.

(b) Seminars per week in hours (Science Buildings)

<table>
<thead>
<tr>
<th></th>
<th>Autumn Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seminars of 1 hour duration</td>
<td>56</td>
<td>99</td>
<td>80</td>
</tr>
<tr>
<td>Seminars of 2 hours duration</td>
<td>5</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>66</strong></td>
<td><strong>111</strong></td>
<td><strong>84</strong></td>
</tr>
<tr>
<td>OCCASIONAL BOOKINGS (average per week)</td>
<td>5</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>HOURS UNOCCUPIED</td>
<td>88</td>
<td>49</td>
<td>69</td>
</tr>
</tbody>
</table>
Note 1

Figures not exact since they represent a sample of each term.

Note 2

'Hours unoccupied' figures are high since lectures predominate in the mornings and many students are not free to attend seminars.

Note 3

Seminar Rooms available: PB 212, 237, 238 and 239 and one in the Chemistry Building. A further Seminar Room is temporarily in use in the Chemistry Building.

Note 4

2 hours per Seminar Room for Saturdays has been included in the calculations.

(c) Lecture Theatres (Arts Building)

<table>
<thead>
<tr>
<th></th>
<th>Autumn Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours used per week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>by Science</td>
<td>33</td>
<td>21</td>
<td>28</td>
</tr>
<tr>
<td>Hours used per week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>by Arts</td>
<td>43</td>
<td>30</td>
<td>28</td>
</tr>
<tr>
<td>TOTAL</td>
<td>76</td>
<td>51</td>
<td>56</td>
</tr>
<tr>
<td>Spare hours per week</td>
<td>44</td>
<td>69</td>
<td>64</td>
</tr>
</tbody>
</table>

Note 1

Four Lecture Theatres available: AB. 059 (75): AB. 157 (75):
AB. 172 (150): AB. 174 (250):

Note 2

Total number of hours available for lectures = 120 (excluding 5.45 - 6.45 each day and excluding Saturdays).
(d) **Lecture Theatres (Science Buildings)**

<table>
<thead>
<tr>
<th>Hours used per week by</th>
<th>Autumn Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science</td>
<td>60</td>
<td>71</td>
<td>61</td>
</tr>
<tr>
<td>Hours used per week by</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Occasional use</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>63</td>
<td>74</td>
<td>64</td>
</tr>
<tr>
<td>Hours unoccupied</td>
<td>33</td>
<td>22</td>
<td>33</td>
</tr>
</tbody>
</table>

**Note 1**

Lecture Theatres available: two in Physics Building (PB 102 and 103) and one in Chemistry Building.

**Note 2**

The demand in the present Summer Term is high because of post Preliminary teaching in four Schools of Studies with no increase in accommodation available.

**Note 3**

Two hours per lecture theatre for Saturdays have been included in the calculations.

(e) **Size of Seminars and Lectures (Arts Building)**

<table>
<thead>
<tr>
<th>Audience Size</th>
<th>Autumn Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No.</td>
<td>%</td>
<td>No.</td>
</tr>
<tr>
<td>Eight or less</td>
<td>39</td>
<td>26.3</td>
<td>47</td>
</tr>
<tr>
<td>Nine to twelve</td>
<td>55</td>
<td>37.2</td>
<td>48</td>
</tr>
<tr>
<td>Thirteen to twenty</td>
<td>9</td>
<td>6.1</td>
<td>18</td>
</tr>
<tr>
<td>Twenty-one to thirty</td>
<td>10</td>
<td>6.7</td>
<td>10</td>
</tr>
<tr>
<td>Thirty-one to fifty</td>
<td>11</td>
<td>7.4</td>
<td>4</td>
</tr>
<tr>
<td>Fifty to seventy-five</td>
<td>9</td>
<td>6.1</td>
<td>5</td>
</tr>
<tr>
<td>Seventy-five to one hundred and fifty</td>
<td>11</td>
<td>7.4</td>
<td>5</td>
</tr>
<tr>
<td>One hundred and fifty plus</td>
<td>4</td>
<td>2.7</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>148</td>
<td>100%</td>
<td>139</td>
</tr>
</tbody>
</table>
Note

In all three terms, the demand for rooms holding twelve or less was at least sixty per cent of the total demand.

The statistics, when complete, will be passed to the Lecture Theatres Sub-Committee for its information.

4. Collection of Information

(a) At the start of the year (i.e. the Autumn Term Timetable) the Arts and Science Deans' Offices obtained information by circular direct from individual members of faculty; that proved to be a slow and inefficient method.

In Arts, it was replaced by the Subject Convenors assuming responsibility for the collection of information and that procedure has improved the speed and the efficiency of the operation, though it remains barely satisfactory.

In Science, Mr. Nind has to collect information in a variety of ways and we think that it is essential in future that there should be a representative of each major subject appointed by the Subject Chairmen to be responsible for the collection of the information and to liaise with Mr. Nind. The representatives used at present act on an ad hoc basis and faculty do not know who is responsible in their subject.

(b) Although we cannot claim that the collection of information on undergraduate teaching is anything more than satisfactory, the collection of information on postgraduate courses, seminars and colloquia, is clearly unsatisfactory, and when it is received it is often vague and variable. The Subject representatives, if appointed, in Science should improve the situation, and the Offices of the Arts Deans and the Director of Graduates in Arts and Social Studies will have to devise methods of improving the procedures in Arts.

(c) Information is collected on a termly basis which wastes a considerable amount of time, both of administrative and academic faculty, and prevents faculty and undergraduates from seeing plans for a whole academic year. We should like to experiment with collecting sufficient information in August-October to provide an outline Lecture Timetable for the whole session which can be elaborated upon each term. The production of an annual timetable, which has proved possible in other universities, should be more possible when the Arts Deans have agreed later this term upon an order of teaching for all B.A. degree courses. Until that time, we shall not be able to judge whether to conduct the experiment for 1966-67 or delay it until 1967-68.
5. Preparation of the Timetable

The Arts and Science Timetables are drafted separately by the Arts and Science Deans' Offices and then combined into one Timetable; any clashes which cannot be resolved by the two offices are settled by the Deputy Registrar or Professor Cahn. (such clashes have been negligible to date).

The main point we must stress is that in the preparation of the Lecture Timetable, which is a complicated task designed to meet major academic requirements and to make the most efficient use of the University’s capital investment, it is no longer possible to meet the personal preferences (i.e. those not based upon academic reasons) of individual members of faculty for a particular day, time or room, or for the avoidance of particular times (e.g. 9.10 – 10.10 a.m.). This is regrettable but unavoidable at present (i.e. mechanisation might alter the situation).

6. Timing of the Operations

Next session we shall aim to have at least a fairly comprehensive draft of the following term’s timetable available by the beginning of the last week of each term in order that account can be taken of it by tutors before they timetable the following term’s tutorials. The ability to achieve this aim depends entirely upon the information received from members of faculty (through the Subject Representatives) being both on time and accurate.

The timing of the production of the timetable can be summarised as follows:

\[
\begin{align*}
E &= \text{End of Term} \\
B &= \text{Beginning of next Term} \\
\text{Week E minus 4 Monday} &\quad \text{The Arts and Science Deans’ Offices will circulate faculty reminding them to discuss their seminar and lecture plans with their subject convenor or representatives (the appropriate names will be listed on the circulars).} \\
\text{Week E minus 3 Friday} &\quad \text{Information collected by subject convenors and representatives to be passed to the Arts and Science Deans’ Offices.} \\
\text{Week E minus 2} &\quad \text{Preparation of draft timetables.} \\
\text{Week E minus 1 Monday} &\quad \text{Circulation of the draft timetables.} \\
\text{Week E plus 1} &\quad \text{Final alterations to the draft timetable. Requests for alterations after this date will either be refused, or if accepted for good reason will inconvenience all faculty and students by delaying the production of the timetables beyond the dates quoted below.} \\
\text{Week B minus 3} &\quad \text{Printing of the timetables.} \\
\text{Week B minus 2} &\quad \text{Publication of the timetables.}
\end{align*}
\]
7. Publication of the Timetable

(a) Printing

It is preferable whenever possible to print rather than to duplicate the Timetable. We shall endeavour to do that but if it is likely to result in delay (through the necessary machinery being unavailable at the precise time it is required) the Timetable will be duplicated.

(b) Format

In Science, it has been the practice in the past to present the Lecture Timetable for each year of study, but with the increase in the number of courses and major subjects that procedure is now too cumbersome and from the Summer Term 1966 separate timetables for each major subject will be published (a procedure which should remove the necessity of Subject Offices producing Recommended Lecture Lists).

In Arts, the complexity of cross-School and cross-year teaching makes it impossible to produce timetables for groups of students and thus the practice of producing a general timetable for each day of the week and a Lecture List will be continued.

In Arts and Science, the Offices of the Arts and Science Deans also maintain timetables for each lecture theatre and seminar room.

(c) Distribution

In both Arts and Science copies of the complete Arts or Science Timetables have been and will continue to be distributed to all members of faculty. The Timetables will have notes attached to them explaining how members of faculty should arrange for additional lectures, seminars, or colloquia, cancel existing ones, book rooms, arrange for projection assistance, etc. The notes will also explain how scientists can obtain information on the Arts Timetable and vice versa.

In the past it has also been the practice to make copies of the Timetable available to each student. We recommend that this practice be discontinued: Timetables will be posted on the University and the School Notice Boards from which students can extract the appropriate information.

8. Accuracy of the Timetable

The Timetables, particularly the Arts one, are inaccurate when published in the sense that many changes are made in the first few days of each term (last term the changes covered two foolscap sheets in Arts). The changes have to be made mainly for the following reasons (listed in order of weight):--
(a) new demands (e.g. failure of members to inform Mr. Nind or Mr. Sinclair of their needs);

(b) changes of plan by members of faculty;

(c) dissatisfaction with time, day or room allocated; and

(d) unforeseen or overlooked clashes.

Changes will always have to be made, but it is hoped that they can be reduced to a minimum, mainly through improved planning by faculty. Changes will be made on the official copies of the Timetables on the notice boards, but notification of changes will not normally be circulated to all members of faculty. Members of faculty will be asked to keep Mr. Nind and Mr. Sinclair, whoever is appropriate, up-to-date with changes, throughout each term, particularly with cancellations of lecture and seminar courses, so that alternative arrangements may be made when required. This is particularly important now that the number of seminar rooms available barely meets the demand.

9. Lecture and Seminar Rooms

All lecture and seminar rooms in academic buildings are under the control, during teaching hours, of those responsible for the Lecture Timetable. We recommend that that policy be reiterated. We also recommend that a centralised room booking system by implemented for all of the Science Buildings similar to that in operation in Arts. Such a system is a great convenience to all concerned and would certainly assist the efficient utilisation of available rooms. There is a considerable and increasing demand for seminar rooms. We hope our statistics will complete the requirements needed for a joint exercise to be done with the Lecture Theatres Sub-Committee on the future demand for and supply of rooms of various sizes.

Until a 400-500 seat lecture theatre is available, the teaching of the B.Sc. Preliminary Course will cause complications; it may be necessary next session to hold duplicate lectures or to use audio-visual techniques. Discussions on that matter should be held as soon as possible so that necessary arrangements can be made in good time.

10. Improved Techniques

(a) Mechanisation

At present it is possible to produce the Timetable by manual means, but in two or three years' time, there may be great advantages in using the computer to compile the Timetable, particularly if other types of teaching are included in the operation (tutorials, practical classes, etc.). We intend to investigate the possibilities of mechanisation during 1966-67
and to undertake dummy runs in that year.

(b) Comprehensive Planning might be possible if the Timetable is mechanised. At present, for example, there is little room for manoeuvre in preparing the Science Timetable because of the demands of laboratory classes. Improved planning in some American universities, as mentioned in the Hale Report, has greatly increased the throughput of laboratories and we recommend that these procedures be investigated during the 1966–67 session.

11. Suggestions

Any member of faculty having suggestions for the improvement of any of the above procedures should discuss them with any of the persons named below.

PROFESSOR R. W. CAHN

G. LOCKWOOD

R. A. NIND

I. F. SINCLAIR

CENTRE FOR ACADEMIC SERVICES

Two surveys have recently been carried out by the Centre, on Photographic Services and on Recording and Projection Services. The surveys, copies of which may be obtained from the Centre or from the Registrar's Office, contain detailed inventories of the equipment available throughout the University and embody recommendations about the organisation of these services in the future.

VACATION GRANTS AND CORRESPONDENCE WITH LOCAL EDUCATION AUTHORITIES

Following the publication, last year, of the University and Other Awards Regulations 1965, the Department of Education and Science has recently published a new circular (4/66) which includes further guidance for Universities and Local Authorities on the question of vacation courses and the grants which can be made.
In addition, the standing joint Committee of Vice-Chancellors and Principals and the local authorities associations have agreed a standard procedure to be followed when applying for a vacation grant and certifying that a vacation course has been completed satisfactorily.

It is now possible to give guidance to members of the University on the procedure to be followed.

**Vacation Grants**

Students who satisfy the following conditions, or who attend the following courses, will normally be eligible for vacation grants. These conditions have been laid down by the Department of Education and Science:

1. the courses should be undertaken on the recommendation of the academic authorities

2. the student should normally be directly supervised by the academic authorities or by the authorities of a specialised institution where the academic authorities have arranged for the student to study.

   (It should be noted here that private study undertaken while living at home (i.e. where visits to the University or another specialised institution, or attendance at a course is not involved)and where substantial additonal expenditure is not incurred is not regarded as certifiable for grant-awarding purposes.

3. a variety of courses are acceptable to Local Authorities.

    These include -

    **In the United Kingdom**

    (a) a course of study at the undergraduate's own university

    (b) a course of directed reading at the undergraduate's own university or at an institution recommended for the purpose by his university, on the understanding that the undergraduate cannot otherwise have access to the necessary books or other materials.

    (c) a course of study (e.g. field work or surveying work) within the United Kingdom but away from the undergraduate's university.

    **Abroad**

    (d) a course of study which for a specific and special reason needs to be followed abroad (including particularly a course for students of modern languages).
(e) a course which it is obligatory to attend before the student obtains his final qualifications.

(f) a course of private study prescribed by the university for modern language students residing with a family, approved by the university or college authorities, in a country whose language is a main language which is being studied.

(4) Payments will be made to students at the following rates -

(a) 17s. 6d. per day for students living away from home

(b) 10s. per day for students living at home, unless they are eligible for the 'lodgings' rate of standard maintenance grant in which case they should qualify for payment at the rate of 17s. 6d. per day.

(c) Local Authorities will also consider claims for additional travel expenses incurred in attending vacation courses - for example field study courses away from the student's own university, or courses attended abroad.

How to Claim Vacation Grants

The Joint Committee of Vice-Chancellors and Principals and the local authorities associations have agreed on a standard form, to be used by all students following a course in the United Kingdom, when applying to their Local Education Authorities for vacation grants.

It has been agreed that applications for vacation grants for courses of study in the United Kingdom should now be made after the course has been completed, when it will be possible for universities to certify that their students' attendance and work has been satisfactory throughout the period of the course. For courses overseas prior consultation with the local authority is essential and approval should always be obtained before going abroad.

The procedure within the University of Sussex will now be as follows-

(1) students should discuss their vacation course requirements and/or their eligibility for a vacation grant with their Tutors and Dean before the vacation. This will ensure that work proposed by students has the authority of the Dean.

(2) students should write to their Local Authority informing them that they will be following a course of vacation study and asking for a form to enable an application for a vacation grant to be made. No details of the course need be given to the Local Education Authorities at this stage, except in the case of courses overseas.
These forms will be issued by the Local Education Authorities and not by the University. The responsibility for asking for a form rests with students, and in these new circumstances it is not something the University can undertake on behalf of its students.

(3) If the course is being undertaken at the University students should report regularly to their tutors and School Office. This is very important, as it will be necessary for the students' attendance to be certified and a certificate will not be issued - except in special circumstances - to those students who have not reported regularly.

(4) At the end of their course or vacation work, students should complete part A (or part I) of the form supplied to them by their Local Education Authority. This should be submitted to the School Office for checking.

(5) In order that an accurate central record can be kept of all applications for vacation grants School Offices are asked to send the Local Education Authority form, with the relevant section completed by the student, to the Student Records Section in Essex House. In addition, School Offices should also enter details of the course followed on the internal form and send this, at the same time, to the Student Records Section. It should be noted that this form requires the signature of the Dean. This provides an assurance that the vacation work was considered necessary and that it has been completed satisfactorily.

(6) When Local Education Authority forms and the attached Dean's certificate are received by the Student Records Section, part B (or part II) or the Local Education Authority Form will be completed and the form will be sent to the Local Education Authority concerned. Students will normally receive their vacation grant cheques direct from their Local Education Authority.

The Dean's certificate will be retained by the Student Records Section in the student's record envelope. It will be used for reference if queries are raised by the Local Education Authorities and will also provide valuable data for the preparation of statistics on vacation work and vacation grants.

(7) Please note that, in compliance with the request of Local Education Authorities, Part B (or part II) of the Local Education Authority form can be completed only by members of the Registrar's Office. The Registrar has authorised Mr. D. J. Clinch and Mr. C. J. Watson to sign these forms on his behalf. Local Education Authorities have been informed by the Registrar that this arrangement has his authority and they will not accept vacation grant applications signed by Deans or any other members of the University.

This arrangement follows the University's policy that all correspondence between the University and the Local Education Authorities should be conducted through the Registrar's Office.
Any queries or problems on the subject of vacation grants should be referred to Mr. C. J. Watson, Student Records Section, Essex House ('phone 187).

OPENING OF THE ACADEMIC YEAR 1966-67

The programme for the opening of the next academic year is being arranged to cover the period 30th September to 9th October. On the recommendation of the Senate an informal working group has been established to discuss and co-ordinate these arrangements. Its members are Dr. Lesley Cook, Miss Susan Wilson and Mr. C. J. Watson.

It has been decided that this year's programme should follow last year's as closely as possible; it was generally agreed throughout the University that last year's programme was a success and it is intended to build on this, without introducing radical changes.

The purpose of the opening of session arrangements may be summarised as follows -

(a) to provide an opportunity for new students to become familiar with the University and its surroundings and to appreciate the opportunities - both academic and social - which the University provides.
(b) to enable new students to get to know each other and the members of faculty with whom they will be working.
(c) to advise students on where to turn for help, should this be necessary.
(d) to complete course selection interviews and the Registration procedure in the most efficient way possible.
(e) to provide all students - but in particular new undergraduates - with academic work, as soon as possible after the beginning of term.
(f) to pay particular attention to the needs and possible difficulties of overseas students coming to Britain for the first time.
(g) to enable all new undergraduates to sit the Socio-Educational Research Tests.

Postgraduates, whether new or returning, will be expected to register on or before Friday 30th September.

New undergraduates and returning undergraduates will come into residence on Sunday 2nd October and register at specified times between Tuesday 4th and Friday 7th October. For returning undergraduates this procedure will be a completion of registration already partially accomplished by post, during the summer term. Details
of postal registration for returning students will be publicised in the weekly diary of events and on School notice boards. Returning undergraduates will be required to sit School Examinations in the early part of the week.

For new undergraduates, the first two days of the week will be taken up with introductory talks by the Vice-Chancellor and Deans, followed by course selection interviews with Deans and visits to subject and personal tutors. When course selection is completed, new undergraduates will be able to register.

Addresses by University Officers, and visits to the Library are being arranged for new undergraduates. A special meeting has been arranged for new overseas students.

A full programme of social events is being prepared by the Union. There will also be School Wine and Cheese parties for new undergraduates and Arts and Science faculty parties for postgraduates. A social reception for faculty will be held on Friday 7th October.

The programme will be concluded on Sunday 9th October by the Opening Service, which will be held this year in the University Meeting House.

Normal lectures and tutorials will begin on Monday 10th October.

The final programme for the opening week is still under discussion by the working group mentioned above. Comments and suggestions from students and faculty will be welcomed; these should be addressed to Mr. C. J. Watson, Deputy Registrar's Section, Essex House (internal 'phone no. 187)

SUMMER GRADUATION CEREMONY AND INSTALLATION OF CHANCELLOR

The Summer Graduation Ceremony and the Installation of Lord Shawcross as Chancellor of the University will take place in the Dome, Brighton, at 10.30 a.m. on Wednesday, 13th July, 1966. About 400 B.A. and B.Sc. degrees, 12 Masters' and Doctors' degrees and 11 honorary degrees are expected to be conferred.

On the previous evening, the Schools of Studies are holding sherry parties for graduands and members of faculty. These will be followed by a buffet supper and entertainment in the Refectory.

Accommodation will be available free of charge in the Park Houses for graduands on the night of 12th July. Requests for such accommodation must be made to the Registrar's Office by June 20th.

Applications for tickets for the Graduation Ceremony should also be made to the Registrar's Office by June 20th.
After the Ceremony, lunch will be provided in the Refectory for graduands and their parents and during the afternoon the University and grounds will be open to visitors.

Graduands are requested to make early arrangements with Cobley's for the purchase or hire of the appropriate academic dress.

Undergraduates wishing to attend the Ceremony are reminded that they must wear gowns. These will be available on loan immediately before the Ceremony from the cloakroom below the stage of the Dome.

VISIT OF HRH THE DUKE OF EDINBURGH

HRH the Duke of Edinburgh is to visit the University on Wednesday, 20th July from 11.30 a.m. to 2.30 p.m. A programme of visits to the Library and the Science Laboratories is being worked out. He will have lunch in the Refectory with invited guests, faculty and students before leaving.

OPENING OF SPORTS PAVILION

The Opening Ceremony of the Sports Pavilion will take place at 6.00 p.m. on Wednesday, 22nd June.

VISITORS

Past Visitors to the University have included:

Mr. J. G. Reith, member of the teaching staff, Charterhouse School.

Dr. Werner Habicht, Scientific Assistant at the Department of English, University of Munich (under the auspices of the British Council).

Mr. I. R. Barrah, Registrar's Assistant at the University of Melbourne.

Mr. E. Williamson, Bursar of the University of Leeds.

Professor E. Veogelin, Professor of Political Science, from Munich (under the auspices of the British Council).

Dr. E. G. Edwards, Principal of the Bradford Institute of Technology, and Mrs. Edwards.

Dr. George Field, Assistant to the President of the University of Wisconsin, and Mr. Malcolm Moos of the Ford Foundation.

Dr. Walter Adams, Principal of the University College, Salisbury, Rhodesia.

Mr. G. d'Arboussier, the Director of UNITAR and Mr. Sture Linner, the UN representative in London and Mr. Sydney Bailey.
Mr. M. D. G. Abeyratne, the Assistant Registrar, University of Ceylon.

His Worship the Mayor of Brighton, and party.

Sir Geoffrey Vickers, formerly of the National Coal Board, and Lady Vickers.

Mr. Robert Neild of the Treasury.

Mr. S. Osler, Member of the Executive Committee of the National Advisory Education Committee, South Africa (under the auspices of the British Council).

Mr. Basil de Ferranti, Managing Director of ICT.

Professor R. A. Barrell, Chairman of the Department of Modern Languages, Wellington College, University of Guelph (under the auspices of the British Council).

Mr. Colin Plowman, Registrar, School of General Studies, Australian National University.

Mr. Anthony Crosland, Secretary of State for Education and Science.

His Excellency J. H. van Roijen, the Dutch Ambassador, and his wife.


Mr. S. K. Chatterjee, formerly Cabinet Secretary and Secretary to the chief Minister from 1954-1965, now Advisor to the chief Minister of West Bengal State (under the auspices of the Central Office of Information).

Mr. A. K. Datta, Principal of the University College of Arts, Jadavpur University (under the auspices of the British Council).

Mr. C. V. Radevski, formerly Cultural Officer in the Bulgarian Embassy in Moscow, from Bulgaria.

Professor B. Newton-John, Vice-Principal of the University of Newcastle, New South Wales, Australia.

Mr. P. G. McDonald, Finance Officer, University of Capetown, South Africa and Mrs. McDonald (under the auspices of the British Council).

Dr. T. R. McConnell, Director of the Centre for the Study of Higher Education, University of California, Berkeley.

Past groups of visitors to the University have included:-

Two parties of overseas students (under the auspices of the British Council).

Overseas students studying English, from the City of London College.

3 Mexican Trade Unionists (under the auspices of the Central Office of Information).

Students from the West Hatch Technical High School.

Pupils from the Claverham County Secondary School.

38 Belgian architects and town planners (under the auspices of the Educational
Interchange Council.

A Young Wives Group from Moulescoomb Way Baptist Church.

Dutch students (under the auspices of the Central Office of Information).

German Education Officials (under the auspices of the Educational Interchange Council).

Members of the Anglo-Netherlands Society.

Members of the Ealing Technical College Staff Association.

A Parliamentary delegation from Bulgaria accompanied by 3 British MPs (Mr. John Parker, Mr. Edwin Brooks and Mr. James Dickens).

Representatives of the Confederation of British Industries and the Council of European Industrial Federations.

Future Visitors to the University will include:-

Professor H. Linde, Professor of Architecture and Director of the Institute of University Planning and Building.

Future groups of visitors to the University will include:-

Overseas students (under the auspices of the British Council).

A party of delegates attending the 48th Philatelic Congress of Great Britain.

FACULTY APPOINTMENTS

The following appointment is announced for the academic year 1965-66:-

Reader (part-time) in International Relations

P. Calvocoressi, M.A. (Oxon), Barrister-at-Law.

The following appointments are announced for the academic year 1966-67:-

Professor of Astronomy

R. J. Tayler, M.A., Ph.D. (Cantab)

At present Fellow of Corpus Christi College, Cambridge.

Professor of Comparative Literature

A. K. Thorlby, M.A. (Cantab), Ph.D. (Yale)

At present Reader in Comparative Literature at the University of Sussex.
Professor of Economics

P. P. Streeten, M.A. (Aberdeen and Oxon)

At present Deputy Director-General of Economic Planning, Ministry of Overseas Development, and Fellow of Balliol College, Oxford.

The Institute of Development Studies recently established jointly by the Ministry of Overseas Development and the University of Sussex has appointed Mr. Streeten as a Fellow of the Institute.

Centre for Research in Collective Psychopathology

Dr. N. R. Cohn, M.A. (Oxon), D. Litt. (Glasgow), Director of the Centre for Research in Collective Psychopathology, has been appointed to a Professorial Fellowship in the University.

Dr. Z. Barbu, Dr. Phil. (Cluj), Ph. D. (Glasgow), at present Senior Lecturer in Sociology in the University, has been appointed to a Professorial Fellowship and will also be a member of the staff of the Centre.

Readerships

B. V. Jayawant, B. Eng. (Bombay) Ph.D. (Bristol), A.M.I.E.E.


Josephine F. H. Klein, B. A. (London), M. A. (Oxon), Ph. D. (Birmingham)

L. D. Lerner, B. A. (Cantab), M. A. (Cape Town)

Margaret M. McGowan, B. A., Ph. D. (Reading)

H. O. Pappe, Dr. Jur. (Breslau)

J. F. Scott, M. A. (Cantab. and Oxon)

D. N. Winch, B. Sc. (Econ.) (London), Ph. D. (Princeton).

Electrical Engineering

Religious Studies

Social Relations

English Literature

French

History of Social Thought

Statistics

History of Economic Thought
Senior Lectureships

W. Parry, B.Sc., Ph.D. (London) Mathematics

J. Rosselli, B.A. (Swarthmore), Ph.D. (Cantab) History


J. Shiel, M.A. (London), D.Phil. (Oxon) Classical and Medieval Studies

J. E. Simmonds, Cert. of Soc. Sc. and Admin. (L.S.E.) Education and Social Work

Patricia Thomson, M.A. (Aberdeen), Ph.D. (Cantab) English

Visiting Fellow

Professor Q. Anderson, A.B., Ph.D. (Columbia), M.A. (Harvard), English

Lectureships

J. R. Blunden, B.A., Ph.D. (Exeter), Geography and Education

G. Carsaniga, Dott. Let. (Pisa), Italian

A. D. Chalmers, M.A. (Glasgow), Social Psychology

G. M. Clarke, M.A., Dip. Stats. (Oxon), Mathematics

M. C. Cummings, B.Sc. (Liverpool), Mathematics

Isabel de Madariaga, B.A., Ph.D. (London), History

A. T. McPhail, B.Sc., Ph.D. (Glasgow), Chemistry

I. Meszaros, Dr. Phil. (Budapest), Philosophy

T. Money, B.Sc., Ph.D. (Glasgow), Chemistry

J. F. Nixon, M.Sc., Ph.D. (Manchester), Chemistry

A. Parikh, B.Com. (Ahmedabad), M.Com. (Bombay), M.Sc. (Econ.) (London), Economics
H. W. Peers, B. Sc., Ph. D. (Leeds), Mathematics

J. F. Pickering, B. Sc. (Econ.) (London), Ph. D. (London), Economics

M. A. Tribe, B. Sc. (Durham), Biological Sciences and Education


D. R. M. Walton, B. Sc. (London), M. Sc., Ph. D. (Leicester), Chemistry

N. Warren, B. A. (Cantab), M. A. (London), Social Psychology

Mrs. Mary C. Winkler, B. A. (London), English and Further Education

**Tutorial Fellowships**

I. M. Barbour, B. Sc., Ph. D. (Glasgow), Physics

H. J. Clase, M. A., Ph. D. (Cantab), Chemistry

T. Leggatt, M. A. (Cantab), Sociology

**Assistant Lecturers**

R. A. Boakes, B. A. (Cantab), Experimental Psychology

B. H. Easton, B. Sc. (Canterbury, N. Z.), Economics

B. R. Gibbs, B. Phil. (Oxon), M. A. (New Zealand), Philosophy


F. A. Miles, B. Sc. (Leeds), Biological Sciences

H. M. Semple, B. Sc. (London), Mathematics

T. R. Sexton, B. A. (Sheffield), Sociology

J. M. Taylor, B. Sc. (Edinburgh), Mathematics

**INCREASED UNION SUBSCRIPTION**

In October 1961 when the first students came to the University, the Union subscription was £6 per person per annum. Two years later it was raised to £7 10s. per annum.
This year it was felt necessary to raise the subscription another £2 10s. to £10 per annum. With approximate number of 2,600 students at the University in October 1966 this would bring the Union an income of just over £26,000 for the forthcoming academic year. The reasons for this increase are numerous: the present income of £15,000 is rapidly becoming inadequate to provide proper facilities and amenities for the existing Union commitments, especially such items as sports federation, student societies and Union employees. In addition the Union would like to encourage new items like the Graduates' Association, Schools Committees, the Union Loans and Grants Fund (the President's Appeal Fund) and the Coffee Bar in Brighton. This increase will solve some of the Union's pressing financial needs and will broaden existing Union activity.