

Leaflet No. 1

COVENTRY LOCAL EDUCATION AUTHORITY

THE TECHNICAL COLLEGE
BUTTS, COVENTRY

Principal: H. V. FIELD, B.Sc., Wh.Sch., M.I.E.E.

SESSION 1950-51.

GENERAL INFORMATION . COLLEGE REGULATIONS . CLASS AND COURSE FEES

DAY CLASS ENROLMENTS FOR FULL-TIME AND PART-TIME DAY STUDENTS

At the Technical College from 2 to 4.30 p.m. each day, unless otherwise stated.

MONDAY, 4th SEPT.	All Preliminary Classes. Post-Secondary Full-time Commercial Course. University of London, Matriculation Course (Part-time course).
TUESDAY, 5th SEPT.	First, Fourth and Fifth Year Courses in Engineering (Technical and Trade). All courses in Building (Technical and Trade).
WEDNESDAY, 6th SEPT.	Second and Third Year Courses in Engineering (Technical and Trade). All courses in Building (Technical and Trade).
THURSDAY, 7th SEPT.	Matriculation, Science and Arts (London University), Full-time Course. First M.B. and Pre-Dental Full-time Course. Pharmacy, Full-time Course. Intermediate Science (Science and Arts), London University, Full-time Course. Final B.Sc. (Eng.) (London University). Metallurgy, A.R.I.C., B.Sc. (General Science) and Chemistry. Applied Physics. University of London Degrees. All Courses in Building (Technical and Trade). Bakery.
FRIDAY, 8th SEPT.	Commercial Classes. Textiles and Horticulture. Second and Third Year classes in all Homecrafts (Enrolment 2-4 p.m.).
MONDAY, 11th SEPT.	First Year classes in all Homecrafts. (Enrolment 2-3 p.m.).

EVENING CLASS ENROLMENTS FOR SENIOR AND ADULT STUDENTS

At the Technical College from 6 to 7.30 p.m. each evening.

MONDAY, 4th SEPT. and TUESDAY, 5th SEPT.	} All Engineering Courses, Building, Mathematics.
WEDNESDAY, 6th SEPT. and THURSDAY, 7th SEPT.	
THURSDAY, 7th SEPT. and FRIDAY, 8th SEPT.	} Commercial Classes and Courses, Foreign Languages, General and Social Studies, English, Physical Education. Matriculation and Degrees. Chemistry, Metallurgy, Textiles, Horticulture.
FRIDAY, 8th SEPT. and MONDAY, 11th SEPT.	
	} Second and Third Year classes in Homecrafts. First Year classes in Homecrafts.

EVENING CLASS ENROLMENTS FOR PRELIMINARY AND OTHER STUDENTS

From 6 to 7.30 p.m. each evening at any Evening Institute.

TUESDAY, 5th SEPT. and THURSDAY, 7th SEPT.	} All courses and classes offered at the Evening Institutes held at the following Schools: Barkers Butts, Hearsall, Foxford, Whitmoor, Stoke, Whoberley.
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All Classes begin during the week commencing 18th September, 1950.

COVENTRY CHINN, M.A., Director of Education.
CITY
LIBRARIES

College Prospectus

The complete prospectus consists of a number of leaflets arranged and numbered as follows:—

- No. 1. General information, College regulations, class and course fees, College Union.
- No. 2. Part-time courses in Mechanical, Automobile, Aeronautical and Production Engineering, Industrial Administration, Machine Shop Engineering, Sheet Metal Work, Motor Vehicle Servicing, Motor Body Work, Patternmaking and Foundry Work.
- No. 3. Part-time courses in Electrical Engineering, Electrical Installations, Telecommunications, Pure and Applied Physics.
- No. 4. Part-time courses in Building, Plumbing, Sanitary Engineering, Carpentry and Joinery, Brickwork, Painting and Decorating, Gas-fitting, Gas supply, Structural Engineering, Sanitary Inspectors, Handicraft teachers, Town Planning.
- No. 5. Full-time courses for Inter-Pharmacy and First Medical. Part-time courses in Chemistry, Metallurgy, Biology, Horticulture and Textiles (including professional institutions examinations).
- No. 6. Full-time day Commercial course. Part-time courses in Short-hand, Typewriting, General Commercial subjects, Secretarial practice, Accountancy, Banking, Transport, Export Sales Management, Personnel Management, Public Administration, Meat Trades, Commercial teachers.
- No. 7. University Extra-Mural courses. Part-time courses in Psychology, Religious Knowledge, British Constitution, International affairs, English, Literature, Speech training, Dramatic Art, Public Speaking, Geography, History, Social Studies, Principles of Teaching. Part-time courses in Foreign Languages—French, German, Spanish, Latin, Italian.
- No. 8. Full-time and part-time courses for Matriculation, Inter-Science, Engineering and Arts, Final B.Sc. degrees in Engineering Science, Metallurgy, Chemistry and Arts.
- No. 9. Part-time courses in Needlecraft, Dressmaking, Tailoring, Cookery, Bakery and Confectionery, Catering, Hairdressing.
- No. 10. Part-time classes in Physical Education. Preliminary day and evening part-time courses for young people under 16 years of age.

Copies of the leaflets may be obtained at the College Office or the Education Office, Council House, Coventry.

College Office Hours : 8.30 a.m. to 7.30 p.m. on Mondays to Fridays.
8.30 a.m. to 12 noon on Saturdays.

College Telephone No. : Coventry 5032 or 5033.

College Refectory : Lunches daily from 12 to 1.30 p.m., except Saturdays.
Teas daily from 5 to 6.20 p.m., except Saturdays.

COVENTRY EDUCATION COMMITTEE

FURTHER EDUCATION SUB-COMMITTEE

Mr. Councillor W. Callow (*Chairman*)
 Councillor Mrs. A. J. Stevens, J.P. (*Vice-Chairman*)
 The Mayor (Alderman J. Howat)
 Alderman Mrs. J. Cant, J.P.
 Alderman B. H. Gardner
 Alderman Mrs. E. Smith
 Alderman S. Stringer, J.P.
 Councillor R. W. Brain
 Councillor G. H. Dixon
 Councillor Sir Harry Harley
 Mrs. E. Bayliss
 Rev. A. S. Clement
 Professor D. Cousins, B.Comm., A.C.A.
 Dr. E. A. Hanney, M.Eng., M.I.E.E.
 Mr. A. W. Weekes
 Mr. F. West, M.A.

Director of Education :

W. L. Chinn, M.A.

Principal :

H. V. Field, B.Sc., Wh.Sch., M.I.E.E.

HEADS OF DEPARTMENTS OF THE COLLEGE

Mechanical Engineering— includes also Aeronautical, Automobile and Production Engineering	}	J. D. Frier, A.R.C.Sc., D.I.C., Wh.Exh., M.I.Mech.E., F.R.Ae.S.
Electrical Engineering and Physics— includes also Radio and Telecommunications		E. A. Hanney, M.Eng., Ph.D., M.I.E.E., M.Brit.I.R.E.
Mathematics	}	L. Turner, F.S.S., also Deputy Principal.
Chemistry and Metallurgy— includes also Pharmacy, Biology and Textiles		H. C. Smith, M.Sc., Ph.D., F.R.I.C.
Building	}	A. McKinlay, Assoc.U.Coll.S'ton., A.M.I.Mech.E., A.M.I.E.E.
Homecrafts		Miss H. M. Castle, Dip. of Combined Domestic Science.
Commerce	}	W. C. Fairman, B.Com. Organiser.
Liberal Studies		D. J. Davies, M.A., Organiser.
Foreign Languages		W. Mills, B.A., Organiser.
Administrative	}	Miss W. Alcock, F.C.I.
Librarian		E. G. Baxter, B.A., A.L.A.
General Services Superintendent	}	H. Whittley.
Refectory		Mrs. Bastin.
Caretaker		F. Viner.

Fees

EXPLANATORY NOTE.

- (i) A "full session" extends from September to June.
- (ii) A "half-day" consists of three hours or more of continuous instruction.
- (iii) Fees for day classes or courses which do not extend over a "full session" and/or do not occupy at least three hours a day will be assessed pro rata.
- (iv) Short intensive day courses may be assessed at a higher rate.
- (v) Where fees are based upon the age of the student the determining date for age will be the 1st of September of the current session.
- (vi) An "evening session" extends normally from September to April. Fees for the summer evening term will be assessed separately and will be based upon the rates for the winter evening session.

PRELIMINARY COURSES.

For students under 17 years of age : 2/6 per full session.
 For students of 17 years of age and over : 5/- per half-day per full session.

GENERAL EDUCATION COURSES (Part-time Day).

For Courtaulds employees and others.
 Fees as for Preliminary Classes, except the Commercial Group, for which the fee scale is 20/- for students who are 17 years of age and over.

SENIOR AND ADVANCED DAY COURSES (Technical, Commercial, etc.).

Full-time and part-time day students : 15/- for each 2-hour class for commercial students ; 30/- per half-day per full session for all other students. An exception to the above will be where students under 19 years of age attend part-time or full-time courses during the day on their own initiative or *not* under arrangements with their employers, and where the Authority deems the courses to be an appropriate continuation of previous full-time education. In such case *no* fee will be charged.

SENIOR AND ADVANCED EVENING COURSES.

	<i>Senior</i>	<i>Advanced</i>	
	<i>Classes.</i>	<i>Classes.</i>	
Single subject of one hour	6/-	7/-	per winter session
Single subject of two hours	9/-	12/-	do.
Three hours/week tuition	12/-	16/-	do.
Four hours/week tuition	15/-	21/-	do.
Over four hours/week tuition	15/-	21/-	do.

SPECIAL COURSES.

Fees for Discussion Groups, Single Lectures, short courses of lectures, terminal courses of ten to twelve lectures and one-day school will be assessed separately.

EVENING INSTITUTE COURSES.

For students under 17 years of age : 1/- per session.
 For students of 17 years of age and over : same rates as for College evening students.

PAYMENT OF FEES.

- (i) All fees must be paid in advance.
- (ii) All class fees will have added to them the sum of 1/- which admits students to membership of the College Union.
- (iii) No young person is debarred from admission owing to inability to pay the fee for a course which is thought to be appropriate to his or her needs. Application for remission of fees should be made to the Director of Education.
- (iv) Students will be admitted to classes or courses after mid-session on payment of half the normal fee, provided places are then available.
- (v) Where fees have been paid and a class or course is cancelled the fee or a proportion of the fee may be refunded.

Laboratory Deposit Fee.

Students taking Practical Chemistry, Metallurgy or Biology must pay a deposit fee of 20/-. Necessary deductions for breakages will be made from this amount and the balance returned, if applied for, within two weeks of the end of the session.

ADMISSION TO CLASSES.

Students are not allowed to attend any class until the appropriate fee has been paid and the fees receipt produced on their first attendance unless they carry an authorised admission slip signed by the Principal.

WITHDRAWAL FROM CLASSES.

Students who withdraw from a course or class will not be entitled to a refund of fee or proportion of fee unless the cause of withdrawal justifies a refund.

General Regulations

Conditions of Studentship of the College.

1. **Admission.** The normal minimum age of admission is 16 years, except to the part-time day Preliminary and General Education Courses, for which the minimum age is 15 years.

Exceptions may be made at the discretion of the Principal. Students must have attained a suitable standard of education appropriate to the course which they desire to enter.

2. Enrolments.

- (a) Enrolments cannot be accepted by post, except by special arrangement.
- (b) No guarantee can be given that *late enrolments* for any class or course will be taken.

3. Class Regulations.

Students will be understood to have joined the classes subject to the following regulations, and any others which may be posted up in the College and signed by the Principal on behalf of the Committee.

- (a) They are required to be in their places promptly at the time advertised for the commencement of the class and to stay until the time advertised for closing.
Permission to leave early or arrive late owing to travelling difficulties or for personal reasons, must be obtained from the Principal or Deputy Principal.
- (b) They are required to attend regularly, to do homework to the satisfaction of the teachers and, unless specially exempted, to sit for the arranged examinations.
- (c) They are not allowed at any time to loiter about or make disturbance in the building. They must carry out the instructions of the caretaker or other officer of the College.
- (d) Students are not allowed to remove any apparatus, models, books, etc., from the College without prior permission.
- (e) Smoking is not allowed in any part of the College, except in the Students' Refectory.
- (f) Each student, on payment of the proper fees, will be given a printed and numbered receipt, which must be carefully preserved and produced at the first attendance at each class.
- (g) Students must inform the Principal in writing of the cause of their absence from any classes.
- (h) The Principal reserves the right of excluding from the benefits of the College, without repayment of fees, any student who may be reported for irregular or late attendance, non-preparation of homework, or for misconduct, and the Principal is empowered to suspend a student pending an appeal to the Committee.

4. **Discontinuance of Classes.** The Committee reserves the right to discontinue any of the classes announced in the programme, if, in their opinion, the number of students attending is insufficient. Should a class be discontinued, a proportion of the fees paid for the class may be returned.

5. **Additional Classes.** Classes not specified in the programme may be formed if a sufficient number of students make application to the Principal.

6. **Cloak-rooms.** *The Committee will not be responsible for any clothing or other private property left on the premises.*

7. **Bicycles, Motor Cycles and Motor Cars.** Bicycles must be stored in the cycle racks and padlocked to the chains provided there. Students are advised to padlock them. Cycling on the footpaths in the College Yard is forbidden. Motor Cycles must be parked by the railing bordering Albany Road. Motor Cars must be parked in an orderly manner in the car park. The College authorities reserve the right to take whatever action is deemed appropriate in the event of any breach of these rules. They will not be in any way responsible for any bicycles, motor cycles or motor cars left on College premises.

8. **Advertising Bills, Posters, etc.** No advertising bills may be exhibited on any part of the building, and no posters, notices, etc., may be displayed on the College notice-boards without the permission of the Principal.

9. **Change of Address.** Students should immediately send to the Principal notification of any change of address.

10. **Library.** The College Library is open daily for reference and study purposes, and students and staff are encouraged to make full use of its facilities, which include text books and periodicals for reference and loan purposes.

11. **College Union.** Each student of the College becomes a member of the College Union. Membership of the Union carries with it certain privileges, such as the use of the Refectory, membership of College Societies with facilities for society meetings, concession prices for Arts Council plays, use of library, etc.

Control of the Union is vested in the Union Council, elected annually at the commencement of the session, and comprising representatives of part-time students in each department, full-time students, staff and affiliated societies. Details of the various Societies affiliated to the College Union are set out in the College Union Handbook, which also contains a copy of the Constitution and a list of Officers. Copies of the Handbook are issued at the time of enrolment, together with the membership card.

A post-box is provided in the College Office for communications to the Hon. Sec., members of Council and secretaries of affiliated societies. Union notices, Council minutes, and meetings of all societies are posted on the Union notice board in the Hall, and should be inspected by all students at regular intervals. A list of societies is posted on the notice board.

The Union Council is anxious to develop the social and athletic amenities to the fullest extent possible, and hopes for the full support of all students. Suggestions for new developments, etc., would be welcomed and given full consideration by the Council. A programme of social activities is planned for the 1950/51 session, and details will be posted on the notice board and circulated to all classes. Principal dates are given in the handbook.

12. All questions not dealt with in the foregoing Rules shall be decided by the Committee.

COVENTRY TECHNICAL COLLEGE

Calendar for Session 1950-51

PRELIMINARY, SENIOR AND ADVANCED CLASSES

1950			
Aug.	12th	Sat. ..	Last date for receipt of applications to enter part-time day technical classes.
Sept.	4th	Mon. ...	} Day class enrolments: 2 to 4.30 p.m. Evening class enrolments: 6 to 7.30 p.m. See press announcements and posters for detailed arrangements.
"	5th	Tues. ...	
"	6th	Wed. ...	
"	7th	Thurs. ...	
"	8th	Frid. ...	} Homecrafts enrolments: afternoon classes. 2nd and 3rd year students: 2 to 4.30 p.m.
"	8th	Fri. ..	
"	11th	Mon. ..	1st year students: 2 to 4.30 p.m. Evening classes.
"	8th	Fri. ..	2nd and 3rd year students: 6 to 7.30 p.m.
"	11th	Mon. ..	1st year students: 6 to 7.30 p.m.
"	18th	Mon. ..	Day and evening classes begin.
Dec.	21st	Thurs. ..	Last day before Christmas vacation.
1951			
Jan.	8th	Mon. ..	Classes resume after Christmas.
"	26th	Fri. ..	Last day for receiving National Certificate and Endorsement entries.
"	27th to	..	} Day classes mid-session examinations.
Feb.	3rd	..	
Mar.	21st	Wed. ..	Last day before Easter vacation.
Apr.	5th	Thurs. ..	Classes resume after Easter.
Apr.	20th	Fri. ..	Close of winter session for evening classes except degree and National Certificate classes.
"	23rd	Mon. ..	} Enrolment for summer evening classes.
"	24th	Tues. ..	
Apr.	30th	Mon. ..	Summer evening term begins.
May	11th	Fri. ..	Last day before Whitsuntide vacation.
"	21st	Mon. ..	Classes resume after Whitsuntide.
June	9th to	..	} National Certificate Examinations.
"	15th	..	
"	16th to	..	
"	23rd	..	Sessional Examinations for part-time day classes.
"	23rd	Sat. ..	Day classes close.
July	6th	Fri. ..	Homecrafts day classes close.
"	13th	Fri. ..	Close of summer evening classes. End of term.
Sept.	3rd	Mon. ..	Enrolments begin for session 1951/52.