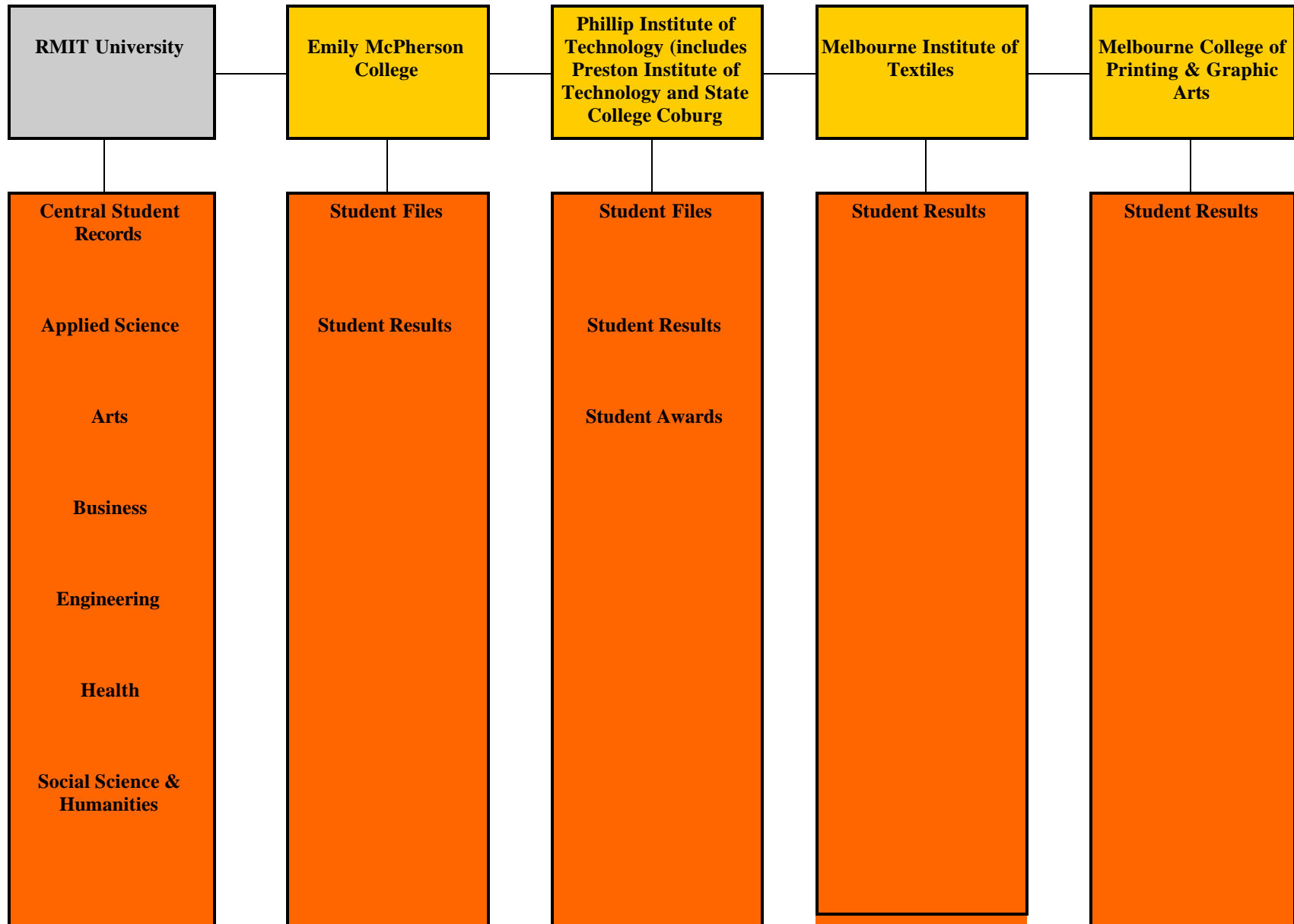




COLLECTION GUIDE TO STUDENT RECORDS



RMIT – Central Student Records

Student Files

Includes files created and maintained for each student undertaking programs and courses at RMIT between the years 1930 and 1991. These files were centrally maintained within RMIT. Such files typically contain personal details of student, applications to enrol within a program and/or course, statement of results, and depending on the circumstances of a student, copy of award obtained, correspondence concerning student performance, changes in enrolment, etc.,.

It is doubtful, however, whether the following records collections represent every student enrolled at RMIT between 1930 and 1991, particularly the earlier years.

Identifier Accession 2002/48
Date 1930 – 1991 (Years in which students completed their studies)
Description Collection of microfilm on all student files centrally maintained by RMIT University from 1930 to 1991. It is assumed that this collection represents all students who enrolled in programs within Higher Education from 1930 (last year of attendance) to 1991. Until 1972, this collection will also include students enrolled in TAFE programs. This microfilm set, therefore, is a copy of student files held in collections documented by Series 378 to Series 386.

Identifier Accession 2002/45
Date 1972 – circa.1990 (Years in which students last attended)
Description Collection of microfiche on student files and transcripts of results centrally maintained by RMIT University from approximately 1972 to 1991. It is assumed that this collection represents all students who enrolled in programs within TAFE from 1972 (last year of attendance) to approximately 1991. Unlike accession 2002/48, the student file hardcopy no longer exists. To access this information resource, it is necessary to know the student number that can be obtained from indexes held within this collection.

Identifier Series 378
Date 1930 – 1952 (Years in which students completed their studies)
Description Includes documents (eg. applications to undertake a program and/or course, statement of results, copies of certificates, applications for exemptions) grouped together according to those students who completed their studies between the years 1930 to 1952. These records were maintained centrally within the Working Men's College, and then the Melbourne Technical College. It is doubtful as to whether this collection represents all students for this particular period in time. See series 379, 382, 384 and 386 for subsequent student file collections.

Identifier Series 379
Date 1953 – 1968 (Years in which students completed their studies)
Description Includes documents (eg. applications to undertake a program and/or course, statement or results, copies of certificates, applications for exemptions) grouped together according to those students who completed their studies between the years 1953 to 1968. These records were maintained centrally by Melbourne Technical College, and then the Royal Melbourne Institute Of Technology, for each student. See series 380, 382, 384 and 386 for subsequent student file collections.

Identifier Series 380
Date 1969 – 1973 (Years in which students completed their studies)
Description Includes documents (eg. applications to undertake a program and/or course, statement of results, copies of certificates, applications for exemptions) grouped together according to those students who completed their studies between the years 1969 to 1973. These records were maintained centrally by the Royal Melbourne Institute of Technology for each student. See series 381, 382, 384 and 386 for subsequent student file collections.

Identifier Series 381
Date 1974 (Year in which students last completed their studies)
Description Includes documents (eg. applications to undertake a program and/or course, statement of results, copies of certificates, applications for exemptions) grouped together according to those students who completed their studies in the year 1974. These records were maintained centrally within the Advanced College of the Royal Melbourne Institute Of Technology. These records do not document students who were undertaking studies within the Technical College (ie. TAFE). See series 378, 379, 380, 382, and 384 to 386 for preceding, and subsequent, student file collections.

Identifier Series 382
Date 1975 (Year in which students last completed their studies)
Description Includes documents (eg. applications to undertake a program and/or course, statement of results, copies of certificates, applications for exemptions) grouped together according to those students who completed their studies in the year 1975. These records were maintained centrally within the Advanced College of the Royal Melbourne Institute Of Technology. These records do not document students who were undertaking studies within the Technical College (ie. TAFE). See series 378, 379, 380, 381, and 384 to 386 for preceding, and subsequent, student file collections.

Identifier Series 384
Date 1976 (Year in which students last completed their studies)
Description Includes documents (eg. applications to undertake a program and/or course, statement of results, copies of certificates, applications for exemptions) grouped together according to those students who completed their studies in the year 1976. These records were maintained centrally within the Advanced College of the Royal Melbourne Institute Of Technology. These records do not document students who were undertaking studies within the Technical College (ie. TAFE). See series 378, 379, 380, 381, 382, 385 and 386 for preceding, and subsequent, student file collections.

Identifier Series 385
Date 1977 (Year in which students last completed their studies)
Description Includes documents (eg. applications to undertake a program and/or course, statement of results, copies of certificates, applications for exemptions) grouped together according to those students who completed their studies in the year 1977. These records were maintained centrally within the Advanced College of the Royal Melbourne Institute Of Technology. These records do not document students who were undertaking studies within the Technical College (ie. TAFE). See series 378, 379, 380, 381, 382, 384 and 386 for preceding, and subsequent, student file collections.

Identifier Series 386
Date 1978 (Year in which students last completed their studies)
Description Includes documents (eg. applications to undertake a program and/or course, statement of results, copies of certificates, applications for exemptions) grouped together according to those students who completed their studies in the year 1978. These records were maintained centrally within the Advanced College of the Royal Melbourne Institute Of Technology. These records do not document students who were undertaking studies within the Technical College (ie. TAFE). See series 378, 379, 380, 381, 382, 384 and 385 for preceding student file collections.

Student Revenue Cards

The following three collections represent the recording of student tuition fees for undertaking programs at RMIT between the years 1935 and 1973. It is not sure, however, whether these cards represent every student undertaking programs between these years. These collections provide an invaluable source of information as they determine when a particular student was in fact attending a program at RMIT. By determining when a former student was attending RMIT, it is then possible to identify other records collections for searching, in particular, student file collections.

Identifier Series 90
Date 1935 – 1945
Description Includes the recording of tuition fees for those students undertaking programs at RMIT between the years 1935 to 1945. Details include name of student, program, student's age, amount paid, and receipt number. Payments were made half yearly and yearly.

Identifier Series 89
Date 1946 – 1959 (Years in which students attended their studies)
Description Includes the recording of tuition fees for those students undertaking programs at RMIT between the years 1946 to 1959. Details include name of student, program, student's age, amount paid, and receipt number. Payments were made half yearly and yearly.

Identifier Series 88
Date 1960 – 1973 (Years in which students attended their studies)
Description Includes the recording of tuition fees for those students undertaking programs at RMIT between the years 1960 to 1973. Details include name of student, program, student's age, amount paid, and receipt number. Payments were made half yearly and yearly.

Student Results

The following collections represent examination results obtained by students. In general terms, until recent times, results obtained by students were solely from examinations. While these records do not represent every year, they do cover an extensive period in time, particularly when RMIT was known as the Working Men's College, and then the Melbourne Technical College.

Identifier Accession 99/71
Date 1896 – 1970 (Years in which examinations were held)
Description Relatively complete collection of examination results received by students between 1896 and 1970. While the format of these records change throughout time, they always contain, at minimum, details regarding course name or code, name of student, date of exam, and result.

Identifier Accession 2000/15
Date 1972 – 1973 (Year in which examinations were held)
Description Includes listings of students enrolled in TAFE courses, and their respective examination results for a short coverage of time (ie. 1972 to 1973). Details include examination candidate number, name of student, course name and code, mark and result.

Identifier Accession 96/33
Date 1988 – 1995 (Years in which examinations were held)
Description Includes examination assessment sheets for both Higher Education and TAFE. Each sheet documents a course examination by including course code and name, student number, name of student, indication as to whether a student attended, and examination mark and result.

Identifier Accession 2002/46
Date 1957 – 1975 (Years in which examinations were held)
Description Collection of microfiche on examination results received by students undertaking courses administered by External Studies (formerly known as Correspondence School) between the years 1957 and 1975. Up until 1973, results were maintained in ledger format for all students whereas 1974 and 1975 results were maintained individually for each student.

Student Attendance & Registration

The following collections are similar to student files in that they document student enrolments, changes of circumstances, and progress. In a number of cases, such collections include results. These records collections have resulted from either reporting processes or administrative processes that have not resulted in individual files on students. Details held in these collections, however, may also be contained within student files that were maintained by the respective administrative unit (ie. Faculty, Academic Department).

Identifier Accession 99/80
Date 1887 – 1935 (Years in which students were enrolled)
Description Important collection of registers that document the enrolment and/or attendance of students from the first year of RMIT, when known as the Working Men's College, up until 1935. These registers record student details but not results. Details presented vary over time due to the developments in programs and courses offered to students.

Identifier Accession 99/63
Date 1954 – 1968 (Years in which exams were held)
Description Lists of students undertaking exams between the years 1954 and 1968. These listings can be of invaluable importance as there may be instances when an inquiry for details of a former student does not include details, or partial details, on what course(s) was undertaken by that student. These lists, therefore, provide a link between the student and the relevant course(s).

Identifier Accession 2000/23
Date 1969 – 1979 (Years in which students were enrolled)
Description Listings of all students enrolled mainly within Higher Education between the years 1969 and 1979. Details include examination candidate number, name of student, course name and code, mark and result. Unlike accession 99/65, these details are arranged according to student names; this collection, therefore, has considerable importance as it determines if a student was in fact enrolled at RMIT within Higher Education.

Identifier Accession 99/65
Date 1971 – 1979 (Years in which students were enrolled)
Description Listings of all students enrolled mainly within Higher Education between the years 1971 and 1979. Details include examination candidate number, name of student, course name and code, mark and result. Unfortunately, details are arranged according to student numbers; if a request for these details does not contain the student number then this collection cannot be used. Fortunately, accession 2000/23 contains the same details arranged according to student names.

Identifier Accession 97/10
Date 1991 – 1992 (Years in which students enrolled)
Description Includes a collection of student enrolment forms for Higher Education, between the years 1991 and 1992. These forms were completed in two parts; this collection represents part 1 in which details include name of student, enrolled course name and code, and other details regarding delivery of course. Accession 97/11 represents part 2.

Identifier Accession 97/11
Date 1991 – 1992 (Years in which students enrolled)
Description Includes part 2 of enrolment forms completed by students for Higher Education. Unlike accession 97/10 (ie. part 1 of enrolment forms), these forms provide greater detail on students as this part of the form contained information for statistical research.

Identifier Accession 96/62
Date 1986 – 1996 (Years in which forms were administratively completed)
Description Includes a collection of administration forms to effectively manage student enrolment and progress within TAFE. These forms are readily accessible for they are arranged according to student number. As is the case with enrolment forms held in accessions 97/10 and 97/11, enrolment forms for TAFE also contain comprehensive details on students as a result of statistical gathering.

Identifier Accession 97/35
Date 1982 – 1997 (Years in which forms were administratively completed)
Description Includes a collection of administration forms to effectively manage student enrolment and progress within TAFE. Compared to accession 96/62, these forms are less accessible for they are grouped according to only the first two digits of the student number. Retrieval of a particular form can be time consuming.

Identifier Accession 99/21
Date 1998 (Year in which forms were administratively completed)
Description Predominantly a collection of enrolment forms but also other administration forms to effectively manage student enrolment and progress within TAFE. Due to the arrangement of these records, the retrieval of a particular form would be extremely time consuming.

Identifier Accession 2000/7
Date 1998 – 1999 (Years in which forms were administratively completed)
Description Includes mainly enrolment forms for 1999 but also other administration forms to effectively manage student enrolment and progress within TAFE. Similarly to accession 99/21, these records are arranged in such a way that any retrieval of a particular form would be very difficult.

Identifier Accession 96/119
Date 1990 – 1992 (Years in which forms were administratively completed)
Description Includes mainly HECS (Higher Education Contribution Scheme) Payment forms and variation enrolment forms, but also instances of other student administration forms. HECS Payment forms provide little detail other than declaring HECS liability.

Identifier Accession 2000/25
Date 1987 – 1996 (Years in which records were administered)
Description Includes records that document enrolment and results of students undertaking single courses under the umbrella of RMIT Training. RMIT Training provides a service for recruiting students to single courses on a fee basis. Results held within this collection do not form part of the student information system at RMIT.

Identifier Accession 97/34
Date 1981 – 1997 (Contents)
Description Part of this collection contains documentation used to administer student details concerning Context Curriculum Courses, such as enrolment inquiries. It is most unlikely this collection would be required.

Identifier Accession 99/101
Date 1989 – 1998 (Years in which students registered for courses)
Description Registration forms regarding Context Curriculum Courses. These forms are similar to enrolment forms but they do not confirm, or provide proof, that a student was enrolled in a Context Curriculum Course.

Identifier Accession 2002/47
Date 1969 – 1979 (Years in which students attended)
Description Microfilm set of reports listing students enrolled between 1969 and 1979. These lists include name of student, course name and code, subject code, and subject results. Details of students are arranged alphabetically according to student surnames. From 1972, these reports relate only to Higher Education.

Student Awards & Scholarships

The following collections provide evidence of students receiving and award at RMIT such as diplomas, degrees, certificates, and minor certificates. Not every year, however, is represented for each award type.

Identifier Accession 99/66
Date 1906 – 1986 (Years in which awards were issued)
Description Several registers providing evidence of students receiving an award that can include certificate, fellowship diploma, associate diploma, degree, or higher award such as masters by research. This collection of registers, however, is not complete and not every year is represented for each award type.

Identifier Accession 2000/18
Date 1970 – 1992 (Years in which awards or scholarships were issued)
Description Similarly to accession 99/66, these registers document either awards or scholarships issued to students. In most instances, these registers will contain the date in which the award or scholarship was provided, the name of the student, and program.

Identifier Accession 2002/43
Date circa. 1966 – 1990 (Years in which students received awards)
Description Collection of cards that document awards received by students between the years of approximately 1966 to 1990. Awards include graduate degrees, degrees, associate diplomas, fellowship diplomas, diplomas, and certificates.

Applied Science

Student Files

Includes files created and maintained for students undertaking programs within the discipline of Applied Science. Such files typically contain personal details of student, enrolment details, progress details, and depending on the circumstances of a student, correspondence concerning student performance, changes in enrolment, etc.,.

Identifier Accession 2000/46
Date circa. 1978 – 1999 (Years in which students completed studies)
Description Large collection of student files from various programs provided by the Faculty of Applied Science at the Bundoora Campus. Includes files on students successfully completing studies and students not successfully completing studies. Includes single courses and programs leading to certificates, degrees and higher degrees. This collection also contains student files from the School of Applied Science, Phillip Institute of Technology, and Preston Institute of Technology.

Identifier Accession 97/17
Date 1997 – 1999 (Years in which students completed studies)
Description Files on those students completing higher degrees between the years 1997 and 1999 within the Faculty of Applied Science. In this instance, higher degree involved either Master by Research, or Master by Course Work.

Identifier Accession 2000/65
Date circa. 1990 – 1998 (Years in which students completed studies)
Description Student files from programs administered by the Department of Medical Laboratory Science. Does include student administration forms to manage enrolment of students and their changes of circumstances.

Student Results

The following collections represent results obtained by students undertaking study in the field of Chemistry. In general terms, until recent times, results obtained by students were solely from examinations. These records cover an extensive period in time, when RMIT was known as the Working Men's College, and then the Melbourne Technical College.

Identifier Series 134
Date 1912 – 1962 (Years in which results were obtained by students)
Description Examination results of students undertaking courses within the field of Chemistry between the years 1912 and 1962. Details include name of student, year, name of course, level, and result. While such details should be held in accession 99/71, this collection does provide a readily available information resource.

Identifier Series 137
Date circa. 1926 – 1943 (Years in which students joined the College)
Description Results received by students studying most likely single evening courses between approximately 1926 and 1943 in the field of Chemistry. These cards document employed individuals, or individuals undertaking studies in other programs within the College. Entries are provided for name of student, address, age, program name, course name, place of employment, date of joining, examination result and remark.

Arts

Student Files

Includes files created and maintained for students undertaking various programs within the area of Arts. Such files typically contain personal details of student, enrolment details, progress details, and depending on the circumstances of a student, correspondence concerning student performance, changes in enrolment, etc.,.

Identifier Accession 99/99
Date 1993 – 1996 (Years in which students were enrolled)
Description Student files from programs administered by the Fine Art Department between the years 1993 to 1996.

Identifier Accession 2001/46
Date circa. 1996 – 1998 (Years in which students last attended)
Description Large collection of student files from several programs provided by the Faculty of Art, Design and Communication between predominantly 1996 and 1998.

Student Attendance & Registration

Identifier	Series 127
Date	1946 – 1972
Description	Each student undertaking a program within the School of Art between the years 1946 and 1972 had an individual card that included their personal details, examination and assignment results on a half yearly and yearly basis.

Business

Student Files

Includes files created and maintained for students undertaking programs within the discipline of Business. Such files typically contain personal details of student, enrolment details, progress details, and depending on the circumstances of a student, correspondence concerning student performance, changes in enrolment, etc.,

Identifier	Accession 95/1
Date	1976 – 1995 (Years in which students completed their studies)
Description	Extensive collection of student files from various programs within the Business stream at RMIT. The majority of this collection, however, contains files on those students who undertook programs at the former Phillip Institute of Technology, and the Preston Institute of Technology.

Identifier	Accession 2001/9
Date	1995 (Most recent year in which students last attended)
Description	Files representing students who undertook programs offered by the Faculty of Business at the Coburg Campus. The Coburg Campus ceased operating in 1996. There are instances in which files document students undertaking programs at the former Phillip Institute of Technology (Coburg Campus); such programs were transferred to RMIT in 1992.

Identifier	Accession 98/49
Date	1993 – 1997 (Years in which students withdrew)
Description	Files documenting students undertaking Higher Degrees by Research Programs within RMIT Business, but subsequently withdrawing.

Identifier	Accession 2000/52
Date	1994 – 1999 (Years in which students last attended)
Description	Files on students graduating from the Masters of Business Administration (MBA) program between the years 1994 and 1999. There are also files documenting those students not graduating.

Identifier Accession 2001/54
Date 1993 – 2001 (Years in which students last attended).
Description Files on students who undertook Higher Education programs provided by the School of Business (Information Technology). These programs include, but are not limited to: Graduate Diploma in Applied Information Systems; Graduate Diploma in Business Systems; Bachelor of Business in Information Systems; and Master of Business in Information Technology.

Student Results

Identifier Accession 98/46
Date 1962 – 1982 (Years in which students received results)
Description Complete collection of student results from the former program for Articled Clerks managed by the Council of Legal Education in Victoria. Card entries include name of student, address, telephone number, course name, year in which course was taken, annual examination marks and results.

Student Attendance & Registration

Identifier Accession 99/109
Date 1992 – 1997 (Years in which forms were administered)
Description Collection of forms used in the administration of student enrolment and attendance within programs and courses administered by RMIT Business. Forms relate to enrolment by students, changed circumstances of enrolments, absence from program or course, applications to receive award, fee matters, and declarations. This collection is readily accessible as the forms are grouped according to type, year, and alphabetically according to student surnames.

Identifier Accession 2001/49
Date 1997 (Year in which forms were administered)
Description Forms relating mainly to enrolment by students, but also including changed circumstances of enrolment, absence from program or course, applications to receive awards, fee matters (ie. HECS), and declarations. Similarly to accession 99/109, this collection is readily accessible as the forms are grouped according to type, year, and alphabetically according to student surnames.

Engineering

Student Files

Includes files created and maintained for students undertaking programs within the discipline of Engineering. Such files typically contain personal details of student, enrolment details, progress details, and depending on the circumstances of a student, correspondence concerning student performance, changes in enrolment, etc.,

Identifier Accession 2000/22
Date circa. 1992 – 1998 (Contents)
Description Files on students who have undertaken a higher degree within the Faculty of Engineering (ie. Master of Engineering by Research, Doctor of Philosophy, Master of Engineering by Coursework). The process of students undertaking higher degrees is coordinated between the faculty responsible for the award and the Higher Degrees Committee. This committee is responsible for applying regulations pertaining to the award, as well as approving candidates to pursue the award, and approval for such candidates in receiving an award. See accession 2000/38 for further files on students having undertaken a higher degree within the Faculty of Engineering.

Identifier Accession 2000/28
Date circa. 1983 – 1998 (Contents)
Description Includes files on students who undertook courses in Civil Engineering, Environmental Engineering, and Geological Engineering. The Department of Civil & Geological Engineering was responsible for maintaining this collection of student files.

Identifier Accession 2000/38
Date circa. 1987 – 1994 (Contents)
Description Files on students who have undertaken a higher degree within the Faculty of Engineering. The process of students undertaking higher degrees is coordinated between the faculty responsible for the award and the Higher Degrees Committee. Not all students documented by this collection successfully completed their respective higher degree, as some files document cancellations. See accession 2000/22 for further files on students having undertaken a higher degree within the Faculty of Engineering.

Identifier Accession 2001/12
Date circa. 1992 – 2001 (Years in which attended)
Description Student files and administration forms not maintained on files (eg. enrolment forms, leave of absence/cancellation forms) from several programs provided by the Faculty of Engineering.

Identifier Accession 2001/40
Date 1999 (Year of last attendance)
Description Student files from postgraduate programs within Engineering such as Cleaning Production, Aeronautical, and Quality Management.

Health

Student Files

Includes individual files created and maintained for students undertaking programs within the discipline of Health. Such files typically contain personal details of student, enrolment details, progress details, and depending on the circumstances of a student, correspondence concerning student performance, changes in enrolment, etc.,.

Identifier Accession 97/32
Date 1994 – 1996 (Years in which students completed their programs)
Description Files maintained by the former Faculty of Nursing between the years 1994 and 1996.

Social Science & Humanities

Student Files

Includes files created and maintained for students undertaking programs within the broad area of Social Sciences and Humanities. Such files typically contain personal details of student, enrolment details, progress details, and depending on the circumstances of a student, correspondence concerning student performance, changes in enrolment, etc.,.

Identifier Accession 99/13
Date 1989 – 1998 (Contents)
Description Mainly files relating to the Bachelor of Arts (Recreation) and the Bachelor of Arts (Social Policy) that was initially provided by the Phillip Institute of Technology but then transferred to RMIT in 1992 as part of the merger between both Institutions. A large number of files contain only field placement reports on students that document their progress during placement in a working environment relevant to their study.

Identifier Accession 2001/48
Date 2001 (Most recent year of last attendance by students)
Description Files from programs within the area of tourism and hospitality.

Identifier Accession 2001/60
Date 1977 – 2000 (Years in which students withdrew)
Description Collection of files on those students who withdrew from programs provided by the School of Social Science and Planning, and its predecessors: School of Community Studies and Policy Studies, Phillip Institute of Technology; and School of Social Work, Preston Institute of Technology.

Phillip Institute of Technology (Preston Institute of Technology and State College of Victoria Coburg)

Student Files

Includes files created and maintained for students who undertook programs within the former Phillip Institute of Technology, including Preston Institute of Technology and State College Victoria Coburg, in areas of Business, Nursing, Art & Design, Engineering, Science, Humanities, and Education. Such files typically contain personal details of student, enrolment details, progress details, statement of results, and depending on the circumstances of a student, correspondence concerning student performance, changes in enrolment, etc.,.

Identifier Accession 95/1
Date 1976 – 1995 (Years in which students completed their studies)
Description While files on students who studied programs within the Business stream at RMIT do exist within this collection, this collection of records mainly includes files on those students who undertook programs provided by the former School of Business, Phillip Institute of Technology, and the Preston Institute of Technology. This collection documents students who successfully completed their studies and students who did not successfully complete their studies.

Identifier Accession 96/19
Date 1977 – 1991 (Years in which students attended studies)
Description Collection of student files from the School of Nursing. The more recent files contain mainly details on academic progress by including result transcripts and progress reports (ie. clinical practice and theory).

Identifier Accession 96/20
Date 1968 – 1992 (Years in which students attended studies)
Description Mainly files from the School of Art & Design, but there are files, however, that do document programs provided by RMIT upon the merger between both Institutions.

Identifier Accession 99/13
Date 1989 – 1998 (Contents)
Description The majority of these files relate to the programs of Bachelor of Arts (Recreation) and the Bachelor of Arts (Social Policy). A large proportion of these files contain only field placement reports on students; these reports document their progress during practical placement in a working environment relevant to their study.

Identifier Accession 2000/45
Date circa. 1973 – 1978 (Years in which students attended studies)
Description This collection includes files on students studying courses within the School of Engineering for predominantly the years 1973 to 1978. Documentation held on these files includes mainly certification of results, but unfortunately, in most cases, they do not define whether a student successfully completed their program.

Identifier Accession 2000/46
Date circa. 1978 – 1999 (Years in which students completed their studies)
Description This collection includes files on students from the Faculty of Applied Science, Bundoora Campus, and the former School of Applied Science, Phillip Institute of Technology, and Preston Institute of Technology. Files that document students from the Phillip Institute of Technology and Preston Institute of Technology contain mainly transcripts of results.

Identifier Accession 2001/60
Date 1977 – 2000 (Years in which students withdrew)
Description Collection of files on those students who withdrew from programs provided by the School of Community Studies and Policy Studies, Phillip Institute of Technology; and School of Social Work, Preston Institute of Technology.

Identifier Accession 2002/15
Date circa. 1978 – 1996 (Years in which students attended)
Description Individual files on those students undertaking programs within the field of Education. These programs were provided by the State College Victoria Coburg, Phillip Institute of Technology, and RMIT, as a result of the merger between both institutions in 1992. The programs predominantly include: Diploma of Teaching (Primary); Diploma of Teaching (Early Childhood Education); and Bachelor of Education.

Student Results

Identifier Series 341
Date 1975 – 1985 (Years in which reports were produced)
Description This collection contains printouts from the student information management system used by Phillip Institute of Technology. While a number of these printouts provide statistical information, there are printouts that report student results for particular years of enrolment; these reports are referred to as 'Student History Files'. Details include name of student, number of courses, list of course codes, and results for each course.

Identifier Accession 99/98
Date circa. 1979 – 1993 (Years in which students received results)
Description Includes a CD-ROM containing 8 separate files produced from the 'reflections' student information system at RMIT in 1996. These files contain results of students who attended the Phillip Institute of Technology; their results were entered into the student information system at RMIT. It is clear that these files do not represent every student who attended the Phillip Institute of Technology. A transcript of results can be produced from such files.

Identifier Accession 2000/44
Date circa. 1958 – 1981
Description Student cards containing personal details and results on those students who undertook programs within the School of Engineering at the Preston Institute of Technology. Unfortunately, these cards do not indicate whether a student successfully, or unsuccessfully, completed their studies.

Identifier Accession 2002/12
Date 1960 – 1982 (Years in which students received results)
Description Collection of cards that record personal details and results on those students who studied at the State College of Victoria Coburg between the years 1960 and 1982. This College provided teacher training and training in education.

Identifier Accession 2002/14
Date 1977 – 1993 (Years in which students graduated)
Description Incomplete collection of transcripts of results on students who successfully completed their programs, and subsequently obtained awards, in programs pertaining to Education between the years 1977 and 1993. This collection complements accession 2002/12.

Student Awards

- Identifier** Accession 2002/13
Date 1960 – 1987 (Years in which students graduated)
Description Listings of students who successfully graduated from programs provided by the former State College of Victoria Coburg and School of Education, Phillip Institute of Technology, between the years 1960 and 1987. This is an important collection for other collections documenting such students (ie. accessions 2002/12 and 2002/14) do not indicate successful completion.

Emily McPherson College

Student Files

- Identifier** Series 383
Date circa. 1969 – 1975 (Years in which students attended studies)
Description The type of documentation mainly includes certified results for each course undertaken by the student, and cards containing their personal details. It appears files commenced being used as a form of recording student details after the disuse of student record cards.

Student Results

- Identifier** Accession 99/68
Date 1938 – 1969 (Years in which students attended studies)
Description Individual cards that document the academic record of students who attended the College between the years 1938 to 1969. These cards are arranged according to the programs provided by the College. The format of these cards has changed throughout time but there are always details regarding the name of the student, listing of courses, and corresponding results for each year that may be divided between mid-year and end of year.

- Identifier** Accession 99/69
Date 1917 – 1977 (Years in which students received results)
Description Includes a complete sequence of examination results between the years 1917 to 1970 for students of the College. Regardless as to the format of each volume, at a minimum, details include name of student, name of course, year of exam, whether half year or annual (ie. final), and result.

Melbourne Institute of Textiles

Student Results

Identifier Accession 99/72
Date 1964 – 1977 (Years in which students attended studies)
Description Student cards that document program participation and results of students from the Institute between the years 1964 to 1977. Details held on such cards include name of student, attendance during each term for each subject, marks given for either mid-year or final, name of employee, address of employee, student's occupation, name of parent, date of birth, final exam results, and prior education. There are very few instances, however, where all these entries are completed for a student.

Identifier Accession 99/27
Date 1978 – 1983 (Years in which students attended studies)
Description Cards providing details on students who attended the Institute between the years 1978 to 1983. Details held on these cards include name of student, address, telephone number, date of birth, place of birth, program, courses taken, results, and years of study. These cards also include a photograph of the student.

Identifier Accession 99/28
Date 1979 – 1986 (Years in which apprentices received results)
Description These cards represent the Institute's copy of apprenticeship results as such results were sent to the former Industrial Training Commission of Victoria, Department of Labour. These cards contain the name of the program, name of trade school, name and address of apprentice, registration number, module year, date of birth, date of completing, module number, result, name of apprentice's employer, attendance, behaviour, and progress.

Identifier Accession 2000/31
Date 1991 – 1999 (Years in which the system operated)
Description Includes a CD-ROM containing the entire SHAPE student administration system. SHAPE was a student information database system. This system managed, among other functions, student results.

Melbourne College of Printing & Graphic Arts

Student Results

Identifier Accession 99/40
Date 1929 – 1940 (Years in which students obtained results)
Description Listings and ledgers that contain student class and exam results for courses. Some of these records predate the College.

Identifier Accession 99/34
Date 1950 – 1985 (Years in which apprentices attended classes)
Description Relatively complete set of cards that document the progress of apprentices who studied at the College between the years 1950 to 1985. Details held on these cards include name of apprentice, name of program, address, name of parent or guardian, date of commencement, name of firm, address of firm, and educational background. Each card includes a 'school report' that documents progress. A copy of the 'school report' was sent to the Apprenticeship Commission of Victoria.

Identifier Accession 99/46
Date 1951 – 1955 (Years in which students attended and received results)
Description Registers that document the results of apprentices taking programs at the College between the years 1951 to 1955. Each register includes name of apprentice, name and address of employer, address of apprentice, weekly attendance details, total attendance details, and examination results.

Identifier Accession 2000/41
Date 1955 – 1990 (Years in which students received results)
Description Student results from evening courses, and student results from courses by correspondence. The latter, however, appears to be short-lived as it only includes students enrolled between the years 1965 to 1968. Results from evening courses cover the years from 1955 to 1990.

Identifier Accession 2000/30
Date 1984 – 1994 (Years in which students received results)
Description CD ROM that contains a compilation of data files from the student enrolment program used by the College between 1984 and 1994. These files enable the long-term preservation of results received by students who attended the college between 1984 and 1994.