

## Who can access Student Records at the University of Melbourne Archives?

Student records prior to 1986 in the form of student cards may be accessed by all interested researchers. If the last date on the card is over 75 years ago a scan of both sides of the card will be provided. Due to privacy concerns, records less than 75 years old cannot be accessed without the written permission of the former student or their next of kin, or proof of death (such a published obituary). If permission or proof of death is not provided, the UMA can confirm some details, such as degree conferred and date, but cannot provide a scanned card.

## How can I request a student card?

Please request student cards online, here: <http://library.unimelb.edu.au/readingroom>

Select 'make a request' to register as a researcher, then select 'student card' from the menu on the request page. Need help with this process? Call the Reading Room on 03 8344 5380

For student records after 1986, please contact <http://ask.unimelb.edu.au>

## How were the student cards prepared?

Information recorded on student record cards (accession numbers 1988.0051, 1991.0066, 1995.0071 and 2002.0005) began to be compiled from shortly before World War I in response to requests for confirmation of results or other reasons. In the late 1970s, a staff member worked systematically through all available primary records to compile from them a complete set of student record cards up until 1986, after which student records have been retained electronically.

## Is the set complete and accurate?

While information in the 19th century fees books has not been captured systematically for all courses, few errors occur on these cards.

Sometimes a card is 'not found' by archivists. This generally indicates that a person was not a student of the University. In such cases, researchers are advised to check in the University calendars, as they include a record of graduates in the previous year. Calendars are digitised and available online <https://digitised-collections.unimelb.edu.au>. Search for 'University of Melbourne Calendar collection 1858-'. Physical volumes are held by Special Collections, and can be accessed in the Reading Room after lodging a request online, through the Reading Room.

A small number of students may not be represented in the main series of cards, particularly if they were studying single subjects and not enrolled at the University. Cards for music student may be found within 1999.0098 and 1981.0016. Some architecture students may be recorded in 1991.0010. Records of students studying at Melbourne Teachers' College 1936-1983 may be found within 2014.0089. Students at the Technical Teachers' College 1952-1970 and 1971-1972 may be found within 2014.0093 and 2014.0094 respectively.

### How do I cite a student card?

Most student cards are cited simply as *Student card for (name), University of Melbourne Archives*

To cite a card within one of the specific collections mentioned above please show the relevant eight digit accession number: *Student card for (name), xxxx.xxxx University of Melbourne Archives*

### A guide to symbols and abbreviations used on student cards:

P = Passed

P E (capital 'E' smaller than the 'P') – seen as a 1912 Nat. Phil. Result [meaning unknown]

N = Failed

Abs = Absent (did not sit examination)

W = Passed well (only used in matriculation results)

H = Passed with Honours

H1 = First Class Honours; H2 = Second Class Honours;

H2A, H2B = Second Class Honours, A or B Division; H3 = Third Class Honours

Cl. = (placed on the Class List [Passed with Honours])

S/s = Single subject enrolment (not part of the candidate's degree program)

CS = Civil Service Examination, which ran in conjunction with the matric examination from c.1870

Enrolment number, e.g. 18780026 = 26<sup>th</sup> person enrolled in 1878; later, only the last two digits of the year were entered, e.g. 050026

Matriculation Roll number, e.g. 30 = thirtieth person to sign the matriculation roll

Matriculation Roll date = Date signed, not the date on which qualified to matriculate (the roll is usually only signed when the person is about to enroll as an undergraduate at University)

'Remarks' section on obverse, below date of signing Matric roll, may contain something like '4<sup>th</sup> Term 1904': this means [check] that was when the person completed the requirements to be eligible to matriculate

Number on degree line, e.g. B.A. 35 = 35<sup>th</sup> person to be awarded a Bachelor of Arts degree from Melbourne

'Ordinary Examination' = not an Honours Examination

'C.R.T.S.' = Commonwealth Reconstruction Training Scheme [a scheme initiated during WWII to provide financial assistance to ex-service and other students starting or returning to university studies, especially in the immediate postwar years]

'C.T.' (as in 'B.A. as C.T.') means Certificated Teacher of the Education Department (and subject to certain Regulations, to be found in University *Calendars*)

Abbreviations of sources referred to in the Remarks section include;

'Cl. Min.' = Council minutes

'PB Min' or 'PB' = Professorial Board minutes

Fac. Min. = faculty minutes

### Subject name abbreviations:

There are a large number of these, most are self-explanatory. Full subject names can be found in the Calendar for each year. Search online for 'University of Melbourne Calendar collection 1858-' <https://digitised-collections.unimelb.edu.au>.

### Degree and diploma titles are generally abbreviated, for example:

B.A. = Bachelor of Arts