

Sent to Mr. Swift - see letter  
in file 284.

BC AL1331/8/34

196.1

Report from Bedford College for Women (University of London)  
on the work of the Committee for the Organisation  
of Courses for International Students for  
the year 1933-34.

- A. Constitution and Function of the Committee
- B. Summary of the work done by the Committee during the session 1933-34.
- C. Note on the work done by the Tutors in the practical work.

Bedford College for Women  
(University of London)  
Regent's Park,  
London, N.W.1.

Report from Bedford College for Women (University of London)  
on the work of the Committee for the Organisation  
of Courses for International Students for  
the year 1933-34.

The work of the Organisation Committee for 1933-34 has been carried out on the invitation (received 21st March 1933) of the League of Red Cross Societies acting for the Provisional Committee of the Florence Nightingale Memorial Foundation. The procedure has been identical with that followed in previous years, in accordance with which arrangements have been made in conjunction with the College of Nursing, acting through their representatives on the Organisation Committee. (See constitution below).

A. Constitution of the Committee

The Principal of Bedford College in the Chair.  
All full time teachers concerned in the Courses.  
The Tutors on the practical side for the students training as Public Health Visitors or Nurse Administrators.  
3 representatives of the College of Nursing.  
2 representatives of the League of Red Cross Societies.  
The Secretary of Bedford College.

The Director of Social Studies at Bedford College is responsible to the Committee for the organisation of the students' work.

The final decision on the questions of curriculum and courses of studies is with the Council of Bedford College as advised by the Committee.

Function of the Committee

The function of the Organisation Committee is the undertaking of all work in connection with:

1. The admission of students to the courses arranged for International students.
2. All questions of curriculum :- arrangement of courses both theoretical and practical whether held at Bedford College, the College of Nursing or elsewhere.

3. Recommendations to the Council of Bedford College for the appointment of all Lecturers and teachers in connection with the courses given at Bedford College. Approval of other teaching arrangements made for the students in cases where such teaching is not held at Bedford College.
4. To receive reports on the progress of the students admitted to the courses, and on receiving these reports to make decisions as to whether weak students should be allowed to continue their work or how long they should be allowed as a probationary period.

In accordance with the above terms of reference the Committee during the current session have carried out the following work:

B. Summary of work done by the Committee during the session 1933-34.

Number of Meetings.

The Committee have held 4 meetings, one in October, January, March and May respectively, and will hold their final one for the session on July 2nd 1934.

They have set up two sub-committees to advise the Organisation Committee on the following matters:

1. The possibility of arranging a one year's course in social work for International students as an alternative to the course already in existence for Public Health work.
2. The position of the recruitment and selection of English Nurses for the International courses.

As a result of the reports received from these sub-committees a course for one year's training in social work for International students has been submitted to the Provisional Committee. Proposals as to the recruitment and selection of English Nurses have not yet been made.

Student Business

1. The Committee have received applications for admission to the courses from a number of students recommended through

the League of Red Cross Societies acting for the Provisional Committee, (a) some of whom have been admitted at once, (b) some whose final admission has been deferred for a probationary period owing to paucity of English, and (c) some for whom arrangements have to be made to continue their practical work after the close of the course in 1934, because they had not arrived early enough in August and September 1933 to complete this part of their work at that time. (Such special arrangements as these last have to be made through the League of Red Cross Societies).

2. The Committee have received reports on the work of the students on probation, before finally accepting them.
3. The Committee have received terminal reports on the students' work from the Tutors in the practical work.<sup>R</sup>

#### Appointment of Teachers.

The Committee have arranged for the appointment and re-appointment of Lecturers and other teachers necessary for the courses. Such teachers are appointed by the Council of Bedford College on the recommendation of the Organisation Committee.

#### Curriculum.

The Committee have made new arrangements in connection with the lectures in Hospital Administration in order to fit better the needs of the students as reported to the Committee by the teachers concerned.

#### Certificate of Award at the end of the courses.

The Committee have made arrangements for the ceremony for the presentation of certificates on July 9th 1934, and have approved the proposed new form of certificate to be awarded as soon as the courses are officially in the hands of the Florence Nightingale Memorial Foundation.

The Committee will make recommendations for the award of certificates on the recommendations of the teachers concerned, including the award of marks of distinction, at their next meeting on July 2nd.

C. \* Note on the work done by the Tutors in the practical work.

The Tutors for the practical work of the students were first appointed in 1927 when the Committee realised that it was essential for the success of the courses that the arrangements and supervision of the practical work of the students should be in the hands of expert Tutors, competent to make arrangements to suit the special needs of the individual students. Such specialised provision was necessary for the following reasons:

- a. The students are <sup>drawn from many different countries & often</sup> ~~for the most part foreigners~~ and have language difficulties.
- b. The work has to be concentrated in a short period of time.
- c. The success of the practical training depends on the selection of suitable training centres for each individual student, whether in a Hospital or Public Health Committee.

The Committee realised that efficiency in the practical work could only be procured by the appointment of 2 Tutors, both fully trained nurses, one experienced in the Public Health services and the other in Hospital Administration. Only people with such training would be competent to link up the experience gained in the practical field with the theoretical teaching received from lectures. Experience has shown that these appointments have been fully justified. The Tutor in Public Health training and the Tutor in Hospital Administration are appointed by the Council of Bedford College on the recommendation of the Organisation Committee. In the case of the Tutor in Hospital Administration, nominations are received from the College of Nursing. The Organisation Committee attach such value to this practical training that they keep in touch with it by receiving reports from the Tutors at every meeting.

Secretary of the Council of  
Bedford College for Women  
and  
Secretary of the Committee for  
the Organisation of Courses  
for International Students.

19th June 1934.