

Strictly Confidential.U. Memorandum,
No. 13.BOARD OF EDUCATION.

Monday

**Explanatory Notes on the Statement of Grants available from
the Board of Education in Aid of Technological and
Professional Instruction in Universities in England and Wales.**

I.—GRANTS FOR TECHNOLOGY.

1. The grant for the financial year 1911-12 will, as in the past, be paid in one amount towards the end of the financial year in accordance with the Regulations for Technical Schools, &c., and will be based upon Returns as to hours of instruction during the Session ending July 31st 1911.

2. The grant for the financial year 1912-13 will be paid in three instalments in April 1912, October 1912, and January 1913. The Board will inform University Institutions before the commencement of each financial year of the amount of the instalments, which will be determined after a consideration of Returns made in respect of the Session ending July 31st of the previous year. The grants for the financial years 1911-12 and 1912-13 will, however, both be based on the work done in the Session ending July 31st, 1911. Since the method of determining the grant under the new Statement differs essentially from that of the Regulations for Technical Schools, &c., it will be necessary to require separate Returns for the two purposes. Drafts of the Forms (128 U., 128A U., 128B U.), which it is intended to use for the Returns needed for determination of the grant under the new Statement, are attached.

3. With a view to assisting the Authorities of University Institutions in filling up these Forms (128 U. and 128A U.) the Board propose to enter in the first column of the Form the names of those Courses which it would appear from the Returns already sent in may properly be taken into account in determining grant. In addition to the students taking regular Degree or Diploma Courses, there may be a certain number of other students, notably Post-graduate students, who are taking special Courses which, in the opinion of the Authorities of the University Institutions, should be taken into account in determining the grant. Information in regard to any such Courses should be given on Form 128C U.

4. The Board will assume that recognition under the Statement for the Session 1911-12 is desired for all Diploma, Degree, or Post-graduate Courses held during the Session 1910-11, which the Board have recognised under the Regulations for Technical Schools, &c. It will not be necessary that special Courses prescribed for individual students should be submitted to the Board for approval beforehand. The Board will accordingly only expect to receive information before the beginning of each Session in regard to Courses for which recognition is desired for the first time, and in regard to those Courses in which any material modifications are proposed. It would be convenient that the Board should also be informed of any Courses which it is proposed to discontinue. Drafts of Form 129 U. and Schedule, which it is intended should be used for supplying the Board with this information, are enclosed herewith.

5. It will be possible to simplify materially the future arrangements for the registration of students' attendances. The Board have no desire to prescribe any particular method of registration, and will only need to be satisfied that it is sufficient to enable the Principal to give the certificate required for grant purposes.

II.—FOUR-YEAR COURSES FOR STUDENTS IN TRAINING AS ELEMENTARY
SCHOOL TEACHERS.

6. Where a University desires to admit four-year students for the future to the Elementary Training Department information on the following points should be supplied to the Board as soon as convenient:—

(a) The Board contemplate that eventually in Departments where the four-year system is adopted all Degree students will be admitted under that system. The

Board realise, however, that the University are likely to have already made arrangements for the admission of students next Session, and that many of these students may be unwilling to enter for more than a three-years' course. No objection, therefore, next Session will be raised to the admission of both three and four-year students. The Board would also be prepared to allow students who were admitted for the first time in 1910 as three-year students to become four-year students instead, but they consider that students who were admitted as three-year students in 1909 and who will have already completed two years of their original course should complete the course for which they originally entered. Grants upon all three-year students will be paid upon the old scale. Information should accordingly be supplied as to whether the College contemplate the admission of both three-year and four-year students next Session and whether they contemplate that any three-year students at present in their first year will become four-year students. The exact figures need not be given at this stage.

(b) General information should be given as to whether the Authorities of the Department propose to require students to take any practice in School or other professional work during the first three years of their course. At a later stage it will be necessary to consider the arrangements to be made for the examination of students in professional subjects. This is not, however, a matter which needs an early settlement.

(c) As the grants to the College during the first three years of the four-year course are to be based on the composition fee or other equivalent fees, which would ordinarily be paid by the student, a statement is required as to the registration fee and composition fee for the student's instruction. Where no composition fee exists detailed information should be given as to the various fees ordinarily payable. Examination fees will not be taken into account, and no information in regard to them need therefore be given.

7. The grant paid to the College for the first three years of the student's course will, as stated in paragraph 5 (a) of the Statement, be (i) the composition fee ordinarily charged by the University Institution for the course taken by the student, or where no composition fee exists such fees as may be approved by the Board, and (ii) a grant in aid of the general supervision of the student and the Authorities of the Training Department. This latter portion of the grant will be determined by the Board after considering all the circumstances of the Department, and will ordinarily be a sum of not more than 5*l.* per student. At the end of each session the Board will require a certified statement from the Principal as to the total amount of fees payable in respect of each student. The Board will not require detailed returns showing how the totals are arrived at, on the understanding that it will be open to the Board from time to time to inspect the books of the Elementary Training Department in order to satisfy themselves that those books are kept in such a way as to enable information to be given as to the exact amount of the fees payable in the case of each student.

8. The grant to the College will be paid in three instalments as at present, a small balance being retained to be paid after the end of the year when the complete statement can be submitted. The three instalments will be paid on April 16th, October 16th, and January 16th, respectively, as at present. At the beginning of each session a return must be forwarded to the Board showing the number of students in the Elementary Training Department and the average fees payable; a draft of the Form 60 (F.U.) which it is proposed to use for this purpose is attached. On the basis of this information the Board will determine the three instalments of grant payable during the following financial year, an announcement on the subject being sent to the College previous to the beginning of the financial year. The amount of each instalment will be roughly equivalent to about three-tenths of a whole year's grant.

9. In order to cover the transitional period, it will be necessary that the instalments of grant payable on October 16th, 1911, and January 16th, 1912, should also be based on the return made at the beginning of the session 1911-12, and there may in consequence be, as in former years, some delay in the payment of the first instalment. In future, however, the arrangements set out in the last paragraph will secure the punctual payment of all instalments.

10. It will be seen that in accordance with paragraph 5 (c) of the Statement, all students' maintenance grants will be paid direct to the Authorities of the Training Department, whether the student resides in a hostel or not. Instalments of the total amount of the maintenance grants payable for the whole body of students will be paid to the College in exactly the same way as proposed above for the College grant. The instalment will be an instalment of the whole grant eventually payable. It will be a matter solely for the Authorities of the Training Department to determine what portion of any instalment shall be paid over to individual students or paid over to the hostels, as the case may be.

11. The grants for four-year students, and also for three-year students, will be paid together on the lines set out above. The grants for students admitted as two-year students reading for the Board's examination or some special alternative examination other than a Degree Course will be treated separately. Separate returns in regard to them will be asked for, and the grants in respect of them will be paid separately in the method prescribed by the Regulations for the Training of Teachers for Elementary Schools. Students who were admitted as three-year degree students, and having failed to make due progress with the course for their degree are taking special courses in their second or third year should be included with other three-year students for the purposes of grant.

III.—“HEADS FOR RETURN.”

12. For the future, Returns will be expected from all University Institutions, and not only from those institutions which have participated in the Parliamentary grants in aid of the Universities in England and Wales. The Board hope, in future, to be able to inform University Institutions by the beginning of a Session as to the form in which the Returns giving information in regard to that Session will be required. They propose accordingly that the “Heads for Return” for the Sessions 1910-11 and 1911-12 should be identical. The draft of the proposed “Heads for Return” is attached.

13. The changes proposed are in the arrangement of material rather than in the character of the material required. It will be seen that the various tables required have been collected and placed together, and have been prepared in a shape which will, it is hoped, enable the Authorities of the Institutions to fill up the Form itself, and will thereby materially reduce the labour involved in the preparation of the Tables. In what may be regarded as the descriptive portion of the Return the following are the only alterations of importance :—

(a) Under Head III. (f) somewhat fuller information is asked for in regard to the books and original papers published by the various Departments. It is felt that to make the information of real value, it is desirable to have somewhat more precise information as to the character of the different documents. It is not proposed to publish any of the information supplied under this head.

(b) Last year complete information was asked for as to the names and salary of each member of the staff. The preparation of this statement involved considerable labour, and it is not considered necessary that it should be supplied each year; information is accordingly only sought on the present occasion in regard to any changes in the scale of salary attached to particular posts. Information is also asked as to the nature and tenure of the Professorships and other appointments.

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