

THE
ARCHIVE
OF
THE DEPARTMENT OF EXTRA-MURAL STUDIES
(EM)

by
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Finding Aids for the University of London Archive

Records of the University of London were catalogued during the 1980s and this hardcopy catalogue produced in 1988. The bulk of the catalogue is in 6 volumes: 5 black volumes containing records catalogued under AC 1-AC 8; AC 9-AC 15; AP-CF; CN-SE; and SL-VP. There is also a separate volume for records of the Council for Extra-Mural Studies, (Ref: EM). This is complemented by a guide to the Council for Extra-Mural Studies and its archives. There is also a separate volume for College Hall (CH).

As well as these there are 5 small finding aids located on the same shelf. These are:

Records of the Hungarian Refugee Students Scheme: reference 'CB 3'

Examination Registers of the University of London, 1838-1889: reference 'D'. This has been marked for cataloguing as RO 2/1 so should be used in conjunction with the main catalogue (RO 2).

Handlist of University of London Registrars' Collection: reference 'RC'.

Architects Plans and Drawings of the Senate House: reference 'UL 10/3/1-7'. This should be used in conjunction with the main catalogue (UL 10).

Working Papers of the Council of the London Society for the Extension of University Teaching: reference 'LSEUT'

Since these were produced, newly catalogued records have been added in pencil to these guides. Recently, however, extensive work has begun on cataloguing University records onto a database searchable online at

<http://archives.ulrls.lon.ac.uk>

The online catalogue contains records not in these catalogues. Therefore these catalogues should be searched in conjunction with the online catalogue. Please feel free to ask reading room staff for assistance.

There is also a hardcopy catalogue for the University of London Collection. This consists of items written about, but not produced by the University.

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Introduction

The records of the Extra-Mural Department of the University of London form both the largest and most complete holding in the University Archives at present. A large proportion of the documents that are present in the archive owe their survival to the efforts of R A S Knowles, Secretary to the Summer School of English from 1928 and Assistant Director of the Department from 1965. He held both posts until he retired in 1973. He was in the habit of retaining many documents which his colleagues were accustomed to throw away once their immediate use was over. Many of the documents he preserved, for instance the committee papers and the material relating to Vocational Certificates and Diplomas, are the only surviving copies in the Extra-Mural Department and form an essential record of its activities.

The origin of the Department lies in the late nineteenth century with the nationwide University Extension movement. It was intended by its founders to spread the benefits of university teaching more widely among the population. In London from 1876 to 1902 the activities of the movement were organised by the London Society for the Extension of University Teaching (LSEUT). Modelled upon the example of the Cambridge University Extension scheme it ran lecture courses and set examinations. The LSEUT was a voluntary body not officially connected with the University of London. It paid its running costs by charging fees for lecture courses, supplemented by grants from the City Livery Companies and the Trustees of the London Parochial Charities. It was governed by a Council of 22 members including a President, which was advised, particularly in the choice of lecturers, by a joint Universities Board composed of representatives nominated by the governing bodies of the Universities of London, Oxford and Cambridge. The lectures were organised on a local level by Centres run by committees. The majority of the papers of the LSEUT are listed below. However, a small collection of papers discovered in the periodicals bookstack of the University of London Library are listed in a separate handlist. The papers in this additional collection deal with matters of policy and central activities administered by the Secretary and the Council of the LSEUT: finance, the printing of University Extension publications, and the campaign for the Extension movement to be included in a teaching university for London.

¹ 'Working papers of the Council of the London Society for the Extension of University Teaching 1887-1896' by Piers Cain, 1982.

In 1900 the University of London was reconstituted as a teaching university. Until that time the University was primarily an examining and degree awarding body and did not directly concern itself with the teaching of students. As part of its new role, the University of London took on the work of the LSEUT. The University set up the Board to Promote the Extension of University Teaching (BPEUT) in order to undertake that task.

The BPEUT continued the University Extension lectures and examinations but developed into new areas. In 1903 a Scheme of Study in the Humanities was created to 'present a broad view of History in its largest aspects (treated not merely from the political point of view, but also from the economic, industrial and social points of view) with Literature and Art...'.² The course was to extend over 4-5 years. At the end of each session examinations were set and Sessional Certificates were awarded to successful candidates. The Vice-Chancellor's Certificate was awarded to candidates completing 4 years of successful study. In 1909 a Scheme of Study for Diplomas in the Humanities was created. By 1957 there were seven diplomas: Literature, History, Economics, History of Art, Biblical and Religious Studies, Sociology and International Affairs.

In 1904 the BPEUT held the first of its annual Holiday Courses for Foreign Teachers. The courses were designed to enable foreign teachers, and subsequently students, to get a first hand understanding of the English language. The title of the course has changed from time to time. The changes were as follows; from 1904-1911 the course was known as the 'Holiday Course for Foreign Teachers', 1911-1936 as the 'Holiday Course for Foreigners', 1936-1939 the 'Holiday Course in English for Overseas Students', 1947-1952 the 'Holiday Course in English for Foreign Students', 1952-1963 as the 'Summer Vacation Course in English for Foreign Students'. Finally, from 1963 it has been intitled simply the 'Summer School of English'.

In addition, in 1909 the BPEUT first organised a series of tutorial classes in conjunction with the Workers Educational Association, in part to supplement the study done in the Extension Courses. The Tutorial Classes were run by the Joint Committee for the Promotion of the Higher Education of Working People, instituted to co-ordinate the activities of these two bodies.

From its beginnings in 1901 the BPEUT was responsible for school inspections and examinations, a service which the University had undertaken before the re-constitution of 1900. For documents relating to school inspections and examinations before 1900 one should consult the University of London Registrars' Collection (1840-1908) and the Examination Registers 1838-1889, for which there are separate handlists available from the archivist. The

² BPEUT, University Extension Local Lectures: Scheme of Study in the Humanities, Michaelmas Term 1905.

inspection of a school was carried out largely in order to satisfy the University that the school under inspection was a fit place to hold the examinations for school children that were set by the University. Also the Report of the Inspectors could be used by the school governors to demonstrate to parents of a prospective pupil that the school was of a satisfactory standard. The inspection by University-appointed officials included consideration of the general scheme of study in addition to an investigation into the methods of study and instruction given. Providing that a satisfactory report was given, the school was entitled to supervise the University-set Matriculation and Intermediate level examinations administered by the BPEUT. In session 1908/9 the Matriculation Board was created to deal with matters relating to Matriculation, including the examination. However, school inspection and all other school examinations set by the University remained under the direction of the BPEUT.

The reorganisation of the Department in 1928 led to the setting up of the University Extension and Tutorial Classes Council with separate committees to deal with Tutorial Classes and University Extension work. The inspection and examination of schools was handed over to a separate body, the Matriculation and School Examinations Council. It is likely that the majority of the records dealing with school inspection and examination were transferred to the new department en bloc, although a few items remain in the archive of the Extra-Mural Department.

The most recent re-organisation came in 1952 with the creation of the Council for Extra-Mural Studies with its structure of committees, advisory committees and sub-committees (see diagram p.9).

In terms of scope, the holdings of the Department of Extra-Mural Studies can be divided into three groups. First, there are documents dealing with finance and policy decisions. The bulk of this material comprises the minutes of committees and sub-committees of the Extra-Mural Department which provide details about broad changes in policy and the appointment of personnel. There survive few records which deal with school inspections and examinations. ~~Only a single volume (for the session 1907/8), intitled 'Minutes of the Board to Promote the Extension of University Teaching (Matriculation)', exists in the archive.~~ However, a certain amount of information dealing with decisions relating to school inspections and examinations is to be found in the minutes of the BPEUT for the period 1901-28.

In addition, two volumes of Regulations (for the sessions 1926/27 and 1928/29) give details of regulations, syllabuses and fees for the Junior, Higher and General School Examinations. The only working papers of the department preserved in the archive are those dealing with Vocational Diplomas and Certificates which gave much more information than the brief entries in the minutes of committees. The Annual Reports are also a source for financial and policy statements.

The second group of records consists of material relating to the teaching of students. To begin, there survive extensive but not complete sets of regulations, syllabuses and examination papers both for Tutorial Classes and University Extension courses. In addition there exists statistical information about the students. Very general statistical information such as the number of lectures given, the number of student attendances etc., is to be found in the Annual Reports. More detailed facts about individual classes are to be found in the Lecturers' and Examiners' Reports which enumerate the average number of attendances, the average number of weekly papers handed in, and so forth. The Lecturers' and Examiners' Reports contain also information about individuals: the grades students obtained for particular weekly essays and marks obtained at examination. Essays submitted to obtain Sessional Certificates in Honours were subject to more searching consideration and the remarks of the assessors are recorded.

From its earliest years, the extension movement was particularly concerned to attract working class students. Indeed, some of its funds were obtained specifically in order to make this possible. Thus, the LSEUT and later the BPEUT received grants from the London Parochial Charities for the purpose of providing 'People's lectures' in the poorer districts of London at a subsidised entrance fee and submitted reports on how the money had been spent. Two volumes of Reports to the London Parochial Charities survive for the years 1892/93-1920/21 and 1921/22-1929/30 respectively. Reports of the lecturers, particularly until c.1950, often comment upon the age, sex and social origins of their students. The Adult Scholarships Sub-Committee which awarded bursaries to enable students to enter a college and become members of the University of London for a period of full-time study was also concerned to choose working class students. Hence the minutes of the Adult Scholarships Sub-Committee contain transcripts of the remarkably informative references provided by individual applicants and record the reasons given by the committee for granting or refusing a scholarship.

The records contain also information about the lecturers and tutors. The Extra-Mural Department has been able to attract teachers who either were to become in the future, or were already distinguished academics, composers, writers or prominent in public affairs. To name a few: T S Eliot, Ralph Vaughan Williams, Sir Banister Flight Fletcher, Israel Gollancz, Hugh Gaitskell, Barbara Wootton, Lord Hill and Millicent Fawcett all were involved in extra-mural activities. Sir Richard Crossman and Enoch Powell are also recorded as having given lectures for the Department. Thus, in addition to being a source for the history of adult education, the archive of the Extra-Mural Department contains records that may provide biographers with material relating to a slightly unfamiliar aspect of their subjects.

For example, details of applications for appointment to lectureships (and the decisions made) in the nineteenth century can be found in the minutes of the joint University Board. Similarly, there is an indexed volume of Applications for Lectureships (1902-1938) which records the name, age, address, degrees, experience, published works and courses offered by the candidate as well as the result of the application. Also there exist volumes of lists of lecturers and tutors up to 1946 which record in alphabetical order by lecturer, the centre, years, and courses that were taught. In addition, the Lecturers' and Examiners' Reports are a fruitful source, containing not only the reports of the lecturers, but also from c.1900-c.1950 the correspondence between the lecturers and administrative officers in the Extra-Mural Department, particularly letters concerning disagreements between the lecturer and the outside examiner over the marks awarded to candidates.

The records in the archive have generally been produced for or used by the central administrative offices of the Extra-Mural Department rather than for the use of the local Centres. Thus information about the running of the Centres is comparatively sparse. Nonetheless, basic details of all courses offered to students can be found by consulting the prospectuses, annual reports, the University Extension Journal³ and the two volumes of the Lists of Centres. The latter cover the period from 1877/8-1952/3. The volume of pamphlets 'Instructions and Information for Lecturers, Tutors, Local Secretaries and Examiners' (1911-1951) gives an indication of how the central administration intended that the work of the Centres be carried out.

In contrast the two volumes of notes compiled by successive Visitors from the Extra-Mural Department from 1907-1938 are a candid commentary on the quality of the lecturing, students and conditions in which the lectures were delivered. Also there survives a single volume of the minutes of the Wimbledon Centre Committee 1891-1903 which record University Extension work from the view point of the local rather than the central officers. Finally, the news items found under the heading 'Local Centres' in the University Extension Journal are a useful supplement to the more formal reports of the lecturers and examiners.

A third group of records comprises the publications produced to advertise extra-mural classes or to inform and encourage students in their studies. In this category fall such items as publicity leaflets, prospectuses, the University Extension Journal, and the list of schemes for group study produced by the University Extension Guild.

³ Copies of the University Extension Journal are available in the University of London Library.

Institutional Development of the Department of Extra-Mural Studies

Stage 1: Private Initiatives (Philanthropy and Self-Help)

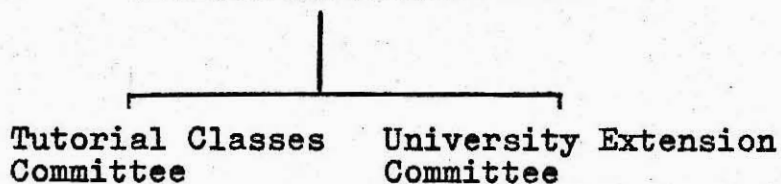
1876- 1902	<u>London Society for the Extension of University Teaching</u> (Had a Council of 22 members as controlling body)	==	<u>Joint Universities Board</u> (Representatives from Oxford, Cambridge and London advised LSEUT on academic matters)
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Stage 2: The Extension Movement Officially Became Part
of the University of London

1903	<u>Workers' Educational Association</u> (An organisation entirely separate from the University, connected with the Labour Movement)	==	1900 <u>Board to Promote the Extension of University Teaching</u> (Created as part of the University. Successor to the LSEUT) <u>Responsibilities:</u> 1 Inspection and Examination of Schools 2 Lectures and Examinations 3 Granting cer- tificates of proficiency
1909	<u>Joint Committee for the Promotion of the Higher Education of Working People</u> (To co-ordinate joint efforts between WEA and BPEUT especially WEA organised Tutorial Classes)		

Stage 3: The Reorganisation of 1928.

1928 University Extension and
Tutorial Classes Council



1928 Matriculation
and Schools
Examination
Board

(A separate
body from the
UE and TCC
thus ending
the responsibility
of the Extra-
Mural Depart-
ment for school
examinations)

Stage 4: The Present Day (1982)

1952

Council for Extra-Mural Studies
(Superseded UE and TCC)

Tutorial Classes Committee

University Extension Committee

Bibliography

University Extension Journal

An Account of the reconstruction of the University of London, by Sir W.H.Allchin 3 vols. 1905-12

The University of London : a History, by H.Hale Bellot 1969

University Adult Education in London : a century of Achievement, J.Burrows 1976

List of Abbreviations Used

BPEUT:	Board to Promote the Extension of University Teaching
CSSD:	Central School of Speech and Drama
CEMS:	Council for Extra-Mural Studies
NAMH:	National Association for Mental Health
NIAE:	National Institute for Adult Education
RADA:	Royal Academy of Dramatic Art
UCAE:	Universities Council for Adult Education
UE and TCC:	University Extension and Tutorial Classes Council
UGC:	University Grants Committee
WEA:	Workers Educational Association

The conditions of access to the archives of the Department of Extra-Mural Studies will be as follows:

1. Records which have been published (information leaflets, syllabuses, examination papers, prospectuses, timetables, annual reports, etc) and blank forms will be made available without restriction.
2. Other records, apart from those included in 3., below, will be made available when they are thirty years old. These records will be 'opened' on the first day of August after the contents of any bundle, volume, etc., have become thirty years old. Where a bundle or volume contains material of various dates, it is the latest date that will be used to calculate the opening date. No researcher will be permitted to consult the contents of a bundle or volume any part of which is less than thirty years old, without the prior written authorisation of the Director of the Department of Extra-Mural Studies to whom applications to use such material will be referred.
3. Records containing details of marks obtained by students for essays or examinations and confidential appraisals of the ability of staff or students will be closed for eighty years, subject to the discretion of the Director of the Department of Extra-Mural Studies, as in 2. above.

The above conditions have been agreed with the Departmental Record Officer and will be applied to individual classes as follows:

1. Open without restriction

EM1/3, 9-11, 18
EM2/7-10, 12, 14-22
EM3/1-5
EM4/2-5
EM6/4-9
EM8/1
EM10/1

2. 30 year rule

EM1/4-7, 14-17, 19-20
EM2/1-6, 26-27
EM3/6-7
EM5/1
EM6/1-2
EM7/1-40
EM9/1

3. 80 year rule

EM2/23-25, 28
EM6/3, 10-11

Classes entirely composed of material more than eighty years old are omitted from the above list.

Copying and publication

Photocopies of the records may be supplied, at the discretion of the staff in the Palaeography Room, for the purposes of private study only. No material may be published without the prior written permission of the Director of the University of London Library who will grant such permission after consultation with the Department of Extra-Mural Studies. Applications for permission to publish should be made in the first instance to the staff of the Palaeography Room.

Arrangement and document references

The Department of Extra-Mural Studies has been subject to many organisational changes. Generally, the records of an extinct board or committee were incorporated into the records of the committee which inherited its functions. In this handlist, a record series (e.g. annual reports) is treated as a single unit, but a new page has been used whenever a change in administrative organisation occasioned the transfer of the series to a new body. A note at the bottom of each page indicates that the series is continued on the following page under a new title. In addition, organisational charts have been provided on pp.8-9 to indicate the administrative structure at any given period.

References used in requesting documents of the Department of Extra-Mural Studies usually contain three elements: a letter code (EM) to indicate the record group, a section number, and a series number. Thus, the reference for the minutes of the University Extension Committee is EM 2/1. In the case of section EM 7, which contains records relating to vocational diploma and certificate courses, there is a further sub-division to identify individual files. Thus, EM 7/16/2 refers to a file on the inspection of the Sister Tutors diploma course taught at University College Hull for the years 1946-1954. The record reference number is typed at the head of each page; thus it acts also as a finding aid to this handlist.

Summary List

Part 1 General

	<u>Class ref.</u>
Universities Board, minutes	EM 1/1
Memorials to the Council	EM 1/2
Annual Reports	EM 1/3
BPEUT, UE and TCC, CEMS, minutes (and agenda from 1938) <i>Agenda</i>	EM 1/4
<i>Action by chairman</i>	EM 1/4A
Attendance book	EM 1/5
Estimates	EM 1/6
Reports to the London Parochial Charities	EM 1/7
Pamphlets	EM 1/8
Programme of University Classes for Adults	EM 1/9
Prospectuses for Summer Schools	EM 1/10
Regulations	EM 1/11
Wimbledon Centre Committee, minutes	EM 1/12
Application for forms for lecturers	EM 1/13
Applications for lectureships	EM 1/14
Lists of centres	EM 1/15
Lists of lecturers and tutors	EM 1/16
Instructions and information for lecturers, tutors, local secretaries and examiners	EM 1/17
Certificates	EM 1/18
NIAE working party on accommodation	EM 1/19
Statistical abstracts	EM 1/20

Part 2 University Extension Work

University Extension Committee, minutes	EM 2/1
University Extension Committee, agenda	EM 2/2
University Extension Committee, papers	EM 2/3
Annual reports and Extension Vacation Course reports	EM 2/4
Visits to centres	EM 2/5
Lists of lectures	EM 2/6
Leaflets	EM 2/7
<i>Misc papers excluded from archives</i>	EM 1/21
<i>Exhibition list</i>	EM 1/22
<i>Photographs of reception</i>	EM 1/23
<i>Summer school prospectus</i>	EM 1/24
<i>List of records</i>	EM 1/25

	<u>Class ref.</u>
Posters	EM 2/8
Prospectuses (general)	EM 2/9
Prospectuses (subject)	EM 2/10
Entry forms	EM 2/11
Local lectures: method, regulations, courses	EM 2/12
Scheme of study in the Humanities:	
application forms	EM 2/13
method, regulations, courses	EM 2/14
examination papers	EM 2/15
Residential weekend course programmes	EM 2/16
Summer school prospectuses (general)	EM 2/17
Summer school prospectuses (subject)	EM 2/18
Services summer school, timetable and syllabus	EM 2/19
Syllabuses and examination papers (up to 1908)	EM 2/20
Syllabuses (from 1903)	EM 2/21
Examination papers	EM 2/22
Lecturers and examiners reports (up to 1964)	EM 2/23
Lecturers reports (from 1964)	EM 2/24
Examiners reports (from 1964)	EM 2/25
University Extension Guild: list of schemes of group study	EM 2/26
Photographs	EM 2/27

Part 3 Holiday Courses for Foreign Teachers

See also English, Summer Vacation Courses
in Part 7

Posters	EM 3/1
Prospectuses	EM 3/2
Application forms	EM 3/3
Timetables	EM 3/4
Examination papers	EM 3/5
Souvenirs	EM 3/6
Lists of students 1938-73 only	EM 3/7

h Reports and statistics re honours essays	EM 2/28
Booklet re St Bride Centre	EM 2/29
Newsletters of the UL Extension Association	EM 2/30
Papers re Diploma in Archaeology	EM 2/31

Part 4 School Inspection and Examination

	<u>Class ref.</u>
Matriculation, minutes	EM 4/1 <i>renumbered as EM 1/4A/101</i>
Forms	EM 4/2
Notices to candidates	EM 4/3
Examination timetables	EM 4/4
Mark sheets	EM 4/5
Regulations	EM 4/6

Part 5 Adult Scholarships Sub-Committee

Sub-committee, minutes	EM 5/1
Papers	EM 5/2-4

Part 6 Tutorial Classes

Controlling committee, minutes	EM 6/1
Report	EM 6/2
Visits to tutorial classes	EM 6/3
Prospectuses	EM 6/4
Leaflets	EM 6/5
Syllabuses	EM 6/6
Summer schools:	
general information	EM 6/7
prospectuses	EM 6/8
syllabuses	EM 6/9
working papers	EM 6/10
Tutors	EM 6/11

Part 7 Vocational Courses: Advisory Committees

<u>Assessors reports</u>	EM 7/8
<u>Courses for officers of local health authorities taking up new duties in relation to the mental services (joint course with NAMH)</u>	EM 7/9
<u>Courses for local authority officers transferred to mental health social work (joint course with NAME)</u>	EM 7/10
<i>Vacation course and class registers</i>	EM 6/12
<i>Misc agenda papers</i>	EM 6/13
<i>Notes on prospective tutors</i>	EM 6/14
<i>Booklet re committee</i>	EM 6/15
<i>Register of applications</i>	EM 6/16
<i>Affiliation forms</i>	EM 6/17

	<u>Class ref.</u>
<u>Diction and Drama</u> , proposed part-time certificate course at City Literary Institute	EM 7/24
<u>Diplomas</u> , joint sub-committee of the Academic Council, Council for External Students, and the BPEUT	EM 7/34
<u>Dramatic Art and Diction and Drama</u> , advisory committee on diploma and certificate	EM 7/11
<u>Dramatic Art</u> , inspection of institutions teaching diploma	EM 7/12
<u>Dramatic Art</u> , future of diploma	EM 7/26
<u>Dramatic Art</u> , revision of diploma regulations	EM 7/25
<u>Educationally and Mentally Sub-Normal Children</u> , joint sub-committee with NAMH	EM 7/30
<u>English</u> , Summer School - lecture	EM 7/38
<u>English</u> , Summer Vacation Course finance	EM 7/32
<u>English</u> , Summer Vacation Course finance	EM 7/40
<u>English</u> , Summer Vacation Course sub-committee on certificate	EM 7/39
<u>Field Biology</u> , certificate	EM 7/33
<u>Field Biology</u> , registers of certificate course students	EM 7/36
<u>Modern Foreign Languages</u> , development sub-committee on certificate of proficiency	EM 7/5
<u>Natural History</u> , finance for certificate course	EM 7/37
<u>Natural History</u> , sub-committee for certificate	EM 7/29
<u>Natural History</u> , summer practical courses for certificate	EM 7/28
<u>NAMH</u> , reports on enquiries	EM 7/31
<u>Nurse Tutors</u> , Ministry of Health Committee on function and training	EM 7/15
<u>Nursing and Sister Tutors</u> , advisory committee on diplomas	EM 7/13
<u>Nursing</u> , diploma: the case of L.J.Clements	EM 7/21
<u>Nursing</u> , revision of diploma regulations	EM 7/23
<u>Nursing</u> , sub-committee to review regulations of diploma	EM 7/18
<u>Physical Education</u> , advisory committee on diploma on theory and practice	EM 7/3
<u>Physical Education</u> , development sub-committee	EM 7/6
<u>Physical Education</u> , inspection of colleges teaching diploma	EM 7/4
<u>Physiotherapy</u> , proposed diploma for teachers of	EM 7/19

	<u>Class ref.</u>
<u>Psychological Medicine</u> , advisory committee on postgraduate diploma	EM 7/1
<u>Psychological Medicine</u> , future of diploma	EM 7/7
<u>Prisoner of War</u> courses	EM 7/2
<u>Public Administration</u> , diploma	EM 7/35
<u>Religious Knowledge</u> , amendment of syllabus of certificate	EM 7/20
<u>Reports and Statistics</u>	EM 7/27
<u>Sister Tutors</u> , entrance requirements for students of diploma	EM 7/22
<u>Sister Tutors</u> , inspections of institutions teaching diploma	EM 7/16
<u>Sister Tutors</u> , papers in connection with institution of diploma	EM 7/14
<u>Sister Tutors</u> , review sub-committee of diploma	EM 7/17

Part 8 Vocational Diplomas: Examinations

Examination papers in the following certificates and diplomas:

Diction and Drama	EM 8/A/1
Dramatic Art	EM 8/A/1
Field Biology	EM 8/A/2
Modern Foreign Languages	EM 8/A/3
Natural History	EM 8/A/4
Nursing	EM 8/A/5
Physical Education	EM 8/A/6
Psychological Medicine	EM 8/A/7
Public Administration	EM 8/A/8
Religious Knowledge	EM 8/A/9
Sister Tutor's	EM 8/A/10
Theology	EM 8/A/11

Part 9 Special Courses

Frankland-West bequest	EM 9/1
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Other special courses added

EM 9/2-13

Part 10 Extra-Mural Library

Class
ref.

Lists of New Acquisitions

EM 10/1

EM 1/1

London Society for the Extension of University Teaching,
Minutes of the Universities Board

1879-1893

1 vol.

London Society for the Extension of University Teaching,
Memorial of the Council

Much more material dealing with this subject is listed separately in 'Working papers of the Council of the London Society for the Extension of University Teaching 1887-1896' also available for consultation in the Palaeography Room of the University of London Library.

1887 March	Memorial to the Joint Grand Gresham Committee
1889 Aug	Memorial to the Senate of the University of London

2 items in *envelope*

London Society for the Extension of University Teaching,
Report of the Council

Copies of the Report for sessions 1889/90-1894/95 were printed in the University Extension Journal. For the period 1895/6-1901/2 only abstracts of the Annual Report are to be found in the University Extension Journal.

EM 1 | 3 | 1.1877-87
2.1877-88

2 vols.

3.1897/8

1 item

Note: EM 1 | 3 | 1 was transferred from the Periodicals Room.

[series continued on next page]

EM 1/3

Board to Promote the Extension of University Teaching,
Annual Reports

Em 1 | 3 | 4. 1902/3-1928/9

1 vol.

[series continued on next page]

University Extension and Tutorial Classes Council, Annual Reports

EM 1/3 | 5. 1929/30-1934/35
6. 1935/36 - 1944/45
1936/37
1937/38
1938/39
1939/40
1940/41
1941/42
1942/43
1943/44
1944/45

1 vol. (5) and 1 bundle (6).
11 vols.

See also: Extension Vacation Course Reports (EM 2/4),
and Vocational Course Annual Reports (EM 7/27/1).

[series continued on next page]

Council for Extra-Mural Studies, Annual Reports

Em 1/3/7. 1951/52 - 1964/65

1952/53

1953/54

1954/55

1955/56

1956/57

1957/58

1958/59

1959/60

1960/61

1961/62

1962/63

1963/64

1964/65

Em 1/3/8. 1965/66 - 1975/76

1966/67

1967/68

1968/69

1969/70

1970/71

1971/72

1972/73

1973/74

1974/75

1975/76

Em 1/3/9 1976/77

1977/78

1978/79

1979/80

1980/82

(7-8)
25 vols. 2 bundles and 1 envelope (a)

Board to Promote the Extension of University Teaching, Minutes

- EM 1/4/
1. 1900-09*
 2. 1910/11-1911/12*
 3. 1912/13-1914/15*
 4. 1900/01-1901/02
 5. 1902/03
 6. 1903/04
 7. 1904/05
 8. 1905/06
 9. 1906/07
 - 10.A 1907/08 (Local Lectures and Inspections of Schools)
 - 10.B 1907/08 (Matriculation)
 11. 1908/09
 12. 1909/10
 13. 1910/11
 14. 1911/12
 15. 1912/13
 16. 1913/14
 17. 1914/15
 18. 1915/16*
 19. 1916/17*
 20. 1917/18
 21. 1918/19*
 22. 1919/20*
 23. 1920/21*
 24. 1921/22*
 25. 1922/23*
 26. 1923/24
 27. 1924/25*
 28. 1925/26
 29. 1926/27*
 30. 1927/28*
 31. 1928/29*

32 Vols

* Signed copies of minutes, sometimes incomplete

Indexed

(series continued on next page)

University Extension and Tutorial Classes Council, Minutes

The signed minutes from 1946 to 1966 have not survived; unsigned copies are included in the agenda (EM 1/4A/2-21)

- EM 1/4/ 32. 1929/30
33. 1930/31
34. 1931/32*
35. 1932/33
36. 1933/34
37. 1934/35
38. 1935/36
39. 1936/37
40. 1937/38
41. 1938/39
42. 1942-45*
43. 1945/46*

* signed minutes

12 vols

(series continued on next page)

Council for Extra-Mural Studies, Minutes

The signed minutes from 1946 to 1966 have not survived; unsigned copies are included in the agenda (EM 1/4A/2-21)

EM 1/4/ 44. 1966-73*
45. 1970-82*78*
46. 1978-82* (incomplete)

2 bundles

* signed minutes

University Extension and Tutorial Classes Council, Agenda

These agenda include, 1946-73, unsigned copies of minutes.

EM 1/4A/ 1A 1938/39 1B 1939 Mar. - June
2. 1942 and 1944-47
3. 1947/48
4. 1948/49
5. 1949/50
6. 1950/51
7. 1951/52

7 Vols

(series continued on next page)

Council for Extra-Mural Studies, Agenda

These agenda include, 1946-73, unsigned copies of minutes.

EM 1/4A/ 8.	1952/53	20.	1964/65
9.	1953/54	21.	1965/66
10.	1954/55	22.	1966/67
11.	1955/56	23.	1967/68
12.	1956/57	24.	1968/69
13.	1957/58	25.	1969/70
14.	1958/59	26.	1970/71
15.	1959/60	27.	1971/72
16.	1960/61	28.	1972/73
17.	1961/62	29.	1973/74
18.	1962/63	30.	1974/75
19.	1963/64	31.	1975/76
		32.	1976-82 (many appendices missing)

21 vols (8-28) and ³²envelopes (29-34)

COUNCIL FOR EXTRA-MURAL STUDIES

EM 1 GENERAL

EM 1/4B

Statements of action taken by
the Chairman on behalf of the
Council. 1970-80

1 folder

EM 1/5

Attendance Book of the Board to Promote the Extension
of University Teaching, its successors, and their
respective sub-committees

1900-33

1 vol.

Council for Extra-Mural Studies, Estimates

EM 1/6/ 1. 1970
2. 1971
3. 1972
4. 1973
5. 1974

5 vols bundles

London Society for the Extension of University Teaching
and its successor, Reports to the London Parochial
Charities

Em 1/7/ 1. 1892/93-1920/21
2. 1921/22-1929/30

2 vols.

EM 1/8

London Society for the Extension of University Teaching,
Pamphlets

1890
1892
1899

3 loose pamphlets in envelope

Council for Extra-Mural Studies, Programme of University Classes
for Adults

For programmes of classes prior to 1966/67 see 'Tutorial Classes
Committee, Prospectuses' (EM 6/4), and 'University Extension Committee,
Prospectuses' (EM 2/9-10).

- EM 1/9/1. 1966/67 - 1971/72
2. 1973/74 - 1977/78
3. 1978/79 - 1981/82

2 bundles (1-2)
and 1 envelope (3)

Council for Extra-Mural Studies, Prospectuses for Summer Schools

See also Summer School prospectuses in Part 2 University Extension Work (EM 2/17-18), and in Part 6 Tutorial Classes (EM 6/9).

1971-~~77~~ 82

12 ~~7~~ items in envelope

Board to Promote the Extension of University Teaching,
Regulations

These volumes are divided into two sections, the first deals with adult education, the second with the inspection and examination of schools.

EM 1/11
1. 1926-27
2. 1928-29

2 vols.

[series continued on next page]

University Extension and Tutorial Classes Council,
Regulations

These volumes are divided into sections, the first dealing with the University Extension Committee, the second with the Tutorial Classes Committee.

- Em. | " | 3. 1930/31
4. 1931/32
5. 1932/33
6. 1933/34
7. 1934/35
8. 1935/36
9. 1936/37
10. 1937/38
11. 1939/40
12. 1949/50
13. 1950/51
14. 1951/52

12 vols.

[series continued on next page]

Council for Extra-Mural Studies, Regulations

These volumes are divided into two sections, the first dealing with the University Extension Committee, the second with the Tutorial Classes Committee.

Em 1 / 11 / 15. 1952 / 53
16. 1953 / 54
17. 1954 / 55
18. 1955 / 56
19. 1956 / 57
20. 1957 / 58
21. 1958 / 59
22. 1959 / 60
23. 1960 / 61
24. 1961 / 62
25. 1962 / 63
26. 1963 / 64
27. 1964 / 65
28. 1965 / 66
29. 1966 / 67
30. 1967 / 68
31. 1968 / 69
32. 1969 / 70
33. 1970 / 71
34. 1971 / 72
35. 1972 / 73
36. 1973 / 74
37. 1974 / 75

23 vols.

Indexed

London Society for the Extension of University Teaching,
Regulations

1887 May Special students' courses

1 leaflet

[series continued on next page]

EM 1/12

London Society for the Extension of University Teaching,
Minutes of Wimbledon Centre Committee

1891-1903

1 vol.

Board to Promote the Extension of University Teaching,
Application forms for lecturers

190- Lectures for Local Committees
n.d. Lecturers

2 items

EM 1/14

Board to Promote the Extension of University Teaching,
Applications for Lectureships

1902-38

1 vol.

Indexed by name of applicant

Extra-Mural Centres, Lists

The volumes of lists of Centres comprise entries for each Centre, each entry consisting of a list in chronological order of the courses that had taken place at that particular Centre.

Lists of Centres where both University
Extension and Tutorial Class work
took place

- | | | | |
|--|----|---------------|----------------|
| EM 1/15 | 1. | 1877/8-1945/6 | <u>2 vols.</u> |
| | 2. | 1946/7-1952/3 | |
| 3. University Extension Centres at which
work ceased before 1930/31 | | | <u>1 vol.</u> |

Extra-Mural Lecturers and Tutors, Lists

- Em 1/16
1. List of lecturers and tutors to March 1939 1 vol.
 2. List of lecturers and tutors 1901-46 1 vol.
 3. List of lecturers and tutors 1910-1950 1 vol.
 4. Lecturers and tutors omitted from published lists 1921-30 1 vol.

London Society for the Extension of University Teaching,
Instructions and Information for Lecturers, Local
Secretaries and Examiners

1887 Dec.	Scheme for Summer Courses
1891 Mar.	Summer Courses
1891 Dec.	Directions relating to Examinations
1896 Sept.	Information for Local Secretaries
1899 Mar.	Instructions for Lecturers
1899 Sept.	Information for Lecturers and Local Secretaries
[18-?]	Notice relating to marking
[18-?]	Notice relating to prizes
[18-?]	Notice relating to the Sessional Certificate in Honours
[18-?]	Students' Associations

11 items

[series continued on next page]

Board to Promote the Extension of University Teaching
and its successors, Instructions and Information for
Lecturers, Tutors, Local Secretaries and Examiners,
plus details for selected Tutorial Class students to
enter upon Courses of Study in the University

1906 Sept. Information for Local Secretaries (2 items)
190- Information for Examiners (3 items)
n.d. Directions relating to Examinations

6 loose items

1911-51

1 vol.

post 1952 Sessional Class Secretary's handbook

1 item

post 1952 Tutorial Class Secretary's handbook

1 item

London Society for the Extension of University Teaching,
Certificates

Continuous study (2 types)
Distinction
Proficiency
Sessional (4 types)

8 certificates

[series continued on next page]

Board to Promote the Extension of University Teaching,
Certificates

University Extension Local Lectures:

Attendance and examination
Chancellor's certificate of continuous study
Sessional (2 types)
Merit (2 types)

Holiday Course in English:

Attendance
Proficiency

School examinations:

Leaving certificate for Army purposes (3 types)
Higher school leaving certificate
Junior school examination
Matriculation (2 types)
School leaving certificate

16 certificates

[series continued on next page]

University Extension and Tutorial Classes Council,
Certificates and Diplomas

diplomas:

Dramatic Art

History

Literature

Physical Education (2 versions)

5 items

[series continued on next page]

EM 1/18

Council for Extra-Mural Studies, Certificates and Diplomas

Diploma
Sessional certificate

2 items

EM 1/19

National Institute of Adult Education, Working Party on
Accommodation

1960

1 file

Council for Extra-Mural Studies, Statistical Abstracts

EM 1/20/1. 1955-1962

1 vol.

1A. Loose papers extracted from EM 1/20/1

2. 1962 - 6

3. 1965 - 8

COUNCIL FOR EXTRA-MURAL STUDIES

EM 1 GENERAL

- EM 1/21 Miscellaneous papers, 1876-1975, extracted from the archives of the London Society for the Extension of University Teaching and from those of the Department of Extra-Mural Studies during the preparation of an exhibition, organised by the Department and held in the University Library in 1976, to celebrate the centenary of university adult education in London. These papers were returned to the archives by the Department in 1986 and include syllabuses, application forms, accounts, memoranda, admission tickets, and documents recounting various aspects of the Department's history; their original location had not been recorded and it was impossible to replace them correctly.
1 folder
- EM 1/22 List of items displayed in the exhibition, held in the University Library in 1976, to celebrate the centenary of university adult education in London.
1 envelope
- EM 1/23 Photographs of a reception held to celebrate the centenary of university adult education in London. 1976
1 envelope
- EM 1/24 Prospectus for a summer school on 'English Theatre, Literature and Culture of the Twentieth Century', held at the University. 1976
1 booklet in envelope
- EM 1/25 Annotated list of the records of the Extension Department stored in the 'Archives', with related memorandum from the Secretary of the Senate to the Extension Registrar. 1938
1 envelope

COUNCIL FOR EXTRA MURAL-STUDIES

EM 1 GENERAL

EM 1/26

Photograph of Robert Davies Roberts,
Extension Registrar 1902-11.

1 folder

EM 1/27

Chalk drawing of John Lea,
Extension Registrar 1912-36, by
William Rothenstein. 1936. With
reproduction, inscribed by Lea,
apparently for presentation.

1 folder

EM 1/28

Photograph of A.T. Simmons,
Inspector of Secondary Schools
for the University 1904-21.

1 folder

EM 1/29

Papers of the Deputy Director
(Extension) relating to the
Council's sub-committee on the
Russell Report*, including unsigned
minutes and agenda. 1973-5.

1 envelope

* Adult Education: A Plan for Development

(Report of the Committee of Inquiry under
the Chairmanship of Lord Russell, 1973)

COUNCIL FOR EXTRA-MURAL STUDIES

EM 1 GENERAL

EM 1/30/1-2

Agenda and other papers of the
Finance sub-committee.
1946-60

1. 1946-51
2. 1952-60

2 folders

EM 1/31

Memoranda, correspondence, and other
papers concerning the activities
of the Department of Extra-Mural
Studies, compiled as a response to
the publication of The English
Universities and Adult Education
by S. G. Raybould and to subsequent
enquiries to the Vice-Chancellor
by the University Grants Committee.
1952

1 envelope

EM 1/32

Agenda, notes of proceedings, and
other papers relating to conferences
of officers of local education
authorities and members of the
University held to discuss the
development of adult education in
London and the surrounding area.
1945-50.

1 envelope

EM 1/33/1-2

Minutes (some unsigned) and agenda
of the Academic Policy Board.
1978-82

1. 1978-81
2. 1982 (agenda only)

1 volume (1)
and
1 envelope (2)

University Extension Committee of the University
Extension and Tutorial Classes Council, Minutes

- EM 2/1/
1. 1929/30
 2. 1930/31
 3. 1931/32*
 4. 1932/33
 5. 1933/34*
 6. 1934/35*
 7. 1935/36*
 8. 1936/37
 9. 1937/38
 10. 1938/39*
 11. 1946-49*
 12. 1949-52*

12 vols.

* signed copies of minutes

Indexed

[series continued on next page]

University Extension Committee of the Council for
Extra-Mural Studies, Minutes

EM2/1/ 13. 1952-54*

14. 1954-56*

15. 1956-58*

16. 1958-60*

17. 1960-62*

18. 1962-64*

19. 1964-70*

1970-74 (1 box)

20. 1970-78* 82*

(Oct 1978, June 1981, Nov 1981,
and Feb 1982 unsigned,
June 1982 missing)

7 vols, 4 box

1 folder

*signed copies of minutes

Indexed

University Extension Committee of the University Extension and Tutorial
Classes Council, Agenda

- EM 2/2/1. 1938-39
2. 1946-49
3. 1949-52

3 vols

(series continues on next page)

University Extension Committee of the Council for Extra-Mural Studies,
Agenda

- EM 2/2/ 4. 1952-54
5. 1954-56
6. 1956-58
7. 1958-60
8. 1960-62
9. 1962-63
10. 1963-64
11. 1964/65
12. 1965/66
13. 1966/67
14. 1967/68
15. 1968/69
16. 1969/70
17. 1970/71
18. 1971/72
19. 1972/73
20. 1973/74
21. 1974/75
22. 1975/76
23. 1976/77
24. 1977/78
25. 1978/79 (lacks 'papers on the table')
1979-81 missing
26. 1981/82

16 vols (4-19) and ⁷2 bundles (20-²⁶21)

EM 2/3

University Extension Committee of the University Extension
and Tutorial Classes Council, Items that might be considered
by the Committee after the War

1939

1 file

EM 2/4

University Extension Committee of the University Extension
and Tutorial Classes Council, Annual Reports and Extension
Vacation Course Reports

1948-58

1 vol.

University Extension Lectures, Visits to Extension
Centres of the Board to Promote the Extension of
University Teaching

EM2/5/1. 1907-26
2. 1926-38

2 vols.

Indexed by name of Centre

EM 2/6

Board to Promote the Extension of University Teaching,
Lists of Lectures

Em 2/6/1. 1905-29

1 vol. bundle

[series continued on next page]

EM 2/6

University Extension and Tutorial Classes Council, Lists
of University Extension Lectures

EM 2 | 6 | 2. 1929/30-1939/40
3. 1946-57

2 vols.

EM 2/7

University Extension Committee of the University Extension
and Tutorial Classes Council and its successor, Extension
Lecture Leaflets

~~1949-64~~

~~4 box~~

EM 2/7/1. 1949-56

2. 1957-64 and undated

2 envelopes

EM 2/8

Board to Promote the Extension of University Teaching,
University Extension Lectures, Posters

1908 The evolution of local government
in Great Britain

1 poster

Council for Extra-Mural Studies, Prospectuses for University
Extension Courses (general)

From 1966/67 onwards this information is contained in 'Programme of University Classes for Adults': EM 1/9. The volumes for the years 1958-63 are duplicated because the volumes 1958-60, 1960-62 contain supplementary lists not found in volumes 1958-61, 1961-63.

- EM 2/9/
1. 1951/52
 2. 1952/53
 3. 1953/54
 4. 1954/55
 5. 1955/56
 6. 1956/57
 7. 1957/58
 8. 1958-60*
 9. 1960-62*
 10. 1958-61*
 11. 1961-63*
 12. 1964/65
 13. 1965/66

13 vols.

*These are bound into volumes, the rest are loose pamphlets.

University Extension Committee of the University Extension
and Tutorial Classes Council, Subject Prospectuses

Em2/10/2. 1950 Geography

1 pamphlet

[series continued on next page]

Board to Promote the Extension of University Teaching,
University Extension Lectures, Subject Prospectuses

- EM2/10/1. 1907 Evolution of mankind as seen in the
development of industries and
institutions
- 1907 Evolution of mankind as seen in the
child and the race
- 1907 Development of literatures, modern
history, history of architecture
- 1908 History and architecture of London

4 items

[series continued on next page]

Council for Extra-Mural Studies, Subject Prospectuses
for University Extension Courses

The Subject Prospectuses are not simply unbound duplicates of the series of Prospectuses for University Extension courses listed elsewhere, but a separate series, having a different format and containing slightly fuller information about the courses.

- EM2/10/3. 1954/55 Archaeology, History, International
Affairs
1954/55 The Arts
1954/55 Biblical and Religious Studies
1954/55 Scientific and Geographical Interest
1954/55 Social Studies
- 1955/56 The Arts
1955/56 Social Studies
- 1956/57 Archaeology, History, International
Affairs
1956/57 The Arts
1956/57 Biblical and Religious Studies
1956/57 Scientific and Geographical Interest
1956/57 Social Studies
- 1957/58 Archaeology, History, International
Affairs
1957/58 Biblical and Religious Studies
1957/58 Scientific and Geographical Interest
1957/58 Social Studies

17 pamphlets

London Society for the Extension of University Teaching,
Entry forms

EM2/11/1. 1889 Jan. The University Extension method of
work, plus entry form for final
examination

1 leaflet

[series continued on next page]

Board to Promote the Extension of University Teaching,
Entry forms

EM2/11/2. n.d. for Exhibitions for the Chancellor's
Certificate
n.d. for the Sessional Certificate in
Honours

2 forms

Board to Promote the Extension of University Teaching,
University Extension Local Lectures: Method, Regulations
Courses

Em2/12/1. 1903-29

1 vol.

[series continued on next page]

University Extension and Tutorial Classes Council,
University Extension Local Lectures: Method, Regulations
Courses

After issue 1937/38 these handbooks are exact copies of the section of the Regulations of the University Extension and Tutorial Classes Council that dealt with Extension courses. From issue 1937/38, the handbooks ceased to deal with the other activities of the University Extension and Tutorial Classes Council such as Tutorial Classes, Summer Schools for English, or Vocational Diplomas.

Em2/12/2. 1931/32
1932/33
1933/34
1934/35
1935/36
1936/37 (March 1936)
1936/37 (August 1936)
1937/38 (March 1937)
1937/38 (August 1937)
1938 Lent term
1938/39 (March 1938)
1938/39 (August 1938)
1939/40 (March 1939)
1939/40 (August 1939)
1940/41
1943

16 pamphlets in bundle

Board to Promote the Extension of University Teaching,
University Extension Local Lectures, Scheme of Study
in the Humanities: Application forms

n.d. for course in Advanced Certificate in
the Humanities

1 item

EM 2/14

Board to Promote the Extension of University Teaching,
University Extension Local Lectures, Scheme of Study in
the Humanities: Method, Regulations, Courses

EM 2/14/1. 1903-29

1 vol.

[series continued on next page]

EM 2/14

University Extension and Tutorial Classes Council,
University Extension Local Lectures, Scheme of Study
in the Humanities: Method, Regulations, Courses

EM2/14/2. 1929/30-1939/40

1 vol.

EM 2/15

University Extension and Tutorial Classes Council,
University Extension Diplomas in the Humanities:
Examination Papers

1936-40
1941-45

2 vols.

EM 2/15/ 1. 1926-30
2. 1931-5
3. 1936-40
4. 1941-5

4 vols.

EM 2/16

Council for Extra-Mural Studies, Programmes for University
Extension Residential Weekend Courses

1954/55

1 vol.

EM 2/17

University Extension Committee of the University Extension
and Tutorial Classes Council, Prospectuses for Summer
Schools (General)

1950 Crofton Grange School

1 pamphlet

missing 25/4/85

[series continued on next page]

University Extension Committee of the Council for
Extra-Mural Studies, Prospectuses for Summer
Schools (General)

For 1972 onwards see: Council for Extra-Mural
Studies, Prospectuses for Summer Schools (EM 1/10).

1952
1953
1954
1955 1965, 1966, 1967
1968
1969
1970

6 pamphlets

Shelf ref.

Extra-Mural Archives PC 1: 12.5.1

University Extension Committee of the Council for Extra-
Mural Studies, Subject Prospectuses for Summer Schools

1955 Crystallography

1956 Archeology

1956 Crystallography

1958 Current Trends in Physics Research
and Teaching

1958 Meteorology

5 pamphlets in envelope

University Extension and Tutorial Classes Council,
University Extension Committee Services Summer
School, Timetable and Syllabus

27 July-22 August 1942 (3 leaflets)

19 July-14 August 1943 (2 leaflets)

London Society for the Extension of University Teaching,
Extension Course Syllabuses and Examination Papers

- EM 2/20/
1. 1887
 2. 1888
 3. 1891 Michaelmas
 4. 1892 Lent
 5. 1892 Michaelmas: Literature, History, Economics and Art
 6. 1892 Michaelmas: Natural Science
 7. 1893 Lent
 8. 1893 Michealmas: Science
 9. 1893 Michaelmas: Literature, History and Art
 10. 1894 Lent
 11. 1894 Michaelmas: Literature, History ^{and} Art
 12. 1894 Michaelmas: Science
 13. 1895 Lent
 14. 1895 Michaelmas
 15. 1896 Lent
 16. 1896 Michaelmas: Literature, History of Art
 17. 1896 Michaelmas: Science and Economics
 18. 1897 Lent
 19. 1897 Michaelmas
 20. 1898 Lent
 21. 1898 Michaelmas
 22. 1898-99
 23. 1899 Lent
 24. 1899-1900
 25. 1900 Michaelmas
 26. 1887-91 Obsolete Syllabuses (1 vol.)

26 vols.

Indexed by name of Centre

Note: this series was transferred from the Periodicals Room and is the property of the University of London Library.

[series continued on next page]

Board to Promote the Extension of University Teaching,
University Extension Course Syllabuses and Examination
Papers

During the period 1900-1928 there does not appear to have been a policy to preserve a reference copy of every syllabus produced. The two sets of volumes of syllabuses which survive probably were produced for two different University Extension officials who had bound into volumes only a selection of the syllabuses produced in a particular year, doubtless on the basis of their working needs. Thus the sets of volumes listed below are not exact duplicates, but rather, two separate selections which sometimes contain the same material. Consequently, it is necessary to consult record series EM 2/21 which contains syllabuses only, in addition to series EM 2/20 listed below which contain both syllabuses and examination papers.

EM 2/20/	27. 1900 /1	
	28. 1901 Lent	30. 1902 Lent
	29. 1901 /2	31. 1902 Michaelmas
	32. 1902 /3	
	33. 1903 Lent	
	34. 1903 Michaelmas	
	35. 1903 /4	37. 1904 Michaelmas
	36. 1904 Lent	
	38. 1904 /5	
	39. 1905 Lent	
	40. 1905 Michaelmas	
	41. 1906 Lent	¹⁵ <u>12 vols.</u>
	42. 1907 /8 (loose examination papers)	<u>22 papers</u>

Note: this series was transferred from the Periodicals Room and is the property of the University of London Library.

Board to Promote the Extension of University Teaching, University
Extension Syllabuses

For syllabuses earlier than 1900, consult record series EM 2/20. During the period 1900-1928 there does not appear to have been a policy to preserve a reference copy of every syllabus produced. The two sets of volumes of syllabuses which survive probably were produced for two different University Extension officials who had bound into volumes only a selection of the syllabuses in a particular year, doubtless on the basis of their working needs. Thus the sets of volumes listed below are not exact duplicates, but rather, two separate selections which sometimes contain the same material. Consequently, it is necessary to consult record series EM 2/20 which contains syllabuses and examination papers, in addition to series EM 2/21 which contains syllabuses only.

- EM 2/21/1. 1903-08
 2. 1913-14
 3. 1915-16
 4. 1917-19
 5. 1920-21
 6. 1922
 7. 1923
 8. 1924
 9. 1925
 10. 1926
 11. 1927 and Lent 1928

11 vols

12. 1903-10 (loose syllabuses)
 13. 1911-30 (loose syllabuses)

2 bundles

(series continued on next page)

University Extension and Tutorial Classes Council, University Extension
Syllabuses, Octavo Series

This class of document appeared in two series: an octavo and a folio series. The octavo format was used in the original series when the programme of lectures was comparatively small. The programme relied upon the services of a staff of lecturers which changed little from year to year, thus making it economic for syllabuses to be printed. However, with the expansion of the programme and a higher turn-over of staff, the cost of printing all the syllabuses became too high. Consequently, the more ephemeral series of lecture syllabuses were produced in the typescript (duplicated) that is, the folio series, while the syllabuses for the lecture series that were expected to be repeated over several years were produced in the octavo format. The situation is further complicated during the period 1939/40-1945/46 where the printed octavo series were interleaved and bound into the folio series.

For folio series, see EM2/21A

The syllabuses are arranged by name of lecturer.

EM 2/21/ 14.	1928/29 (A-E)	39.	1936/37 (G-P)
15.	1928/29 (F-R)	40.	1936/37 (R-W)
16.	1928/29 (S-W)	41.	1937/38 (A-G)
17.	1929/30 (A-G)	42.	1937/38 (H-P)
18.	1929/30 (H-S)	43.	1937/38 (R-W)
19.	1929/30 (S-W)	44.	1938/39 (A-F)
20.	1930/31 (A-F)	45.	1938/39 (G-N)
21.	1930/31 (F-M)	46.	1938/39 (P-Z)
22.	1930/31 (P-W)	47.	1946/47 (A-G)
23.	1931/32 (A-C)	48.	1946/47 (H-W)
24.	1931/32 (C-M)	49.	1947/48 (A-H)
25.	1931/32 (M-W)	50.	1947/48 (J-W)
26.	1932/33 (A-C)	51.	1948/49 (A-E)
27.	1932/33 (C-P)	52.	1948/49 (F-K)
28.	1932/33 (R-W)	53.	1948/49 (L-R)
29.	1933/34 (A-C)	54.	1948/49 (S-W)
30.	1933/34 (D-M)	55.	1949/50 (A-C) missing
31.	1933/34 (P-W)	56.	1949/50 (D-G)
32.	1934/35 (A-E)	57.	1949/50 (H-M)
33.	1934/35 (F-P)	58.	1949/50 (N-W)
34.	1934/35 (R-W)	59.	1950/51 (A-G)
35.	1935/36 (A-E)	60.	1950/51 (H-P)
36.	1935/36 (F-M)	61.	1950/51 (R-W)
37.	1935/36 (M-W)	62.	1951/52 missing
38.	1936/37 (A-G)	63.	1951/52 missing
		64.	1951/52 missing

47 vols

(series continued on next page)

Council for Extra-Mural Studies, University Extension Syllabuses,
Octavo Series

This class of document is organised in two complementary series, an octavo and a folio series. The octavo format was used in the original series when the programme of lectures was comparatively small. The programme relied upon the services of a staff of lecturers which changed little from year to year, thus making it economic for syllabuses to be printed. However, with the expansion of the programme and a higher turn-over of staff, the cost of printing all the syllabuses became too high. Consequently, the more ephemeral series of lecture syllabuses was produced in typescript (duplicated), that is, the folio series, while the syllabuses for the lecture series that were expected to be repeated over several years were produced in the printed octavo format. *Not applicable after 1971*

For folio series, see EM 2/21A

The syllabuses are arranged as follows:

1952/53 - 1971/72 by name of lecturer

From 1972/73 by course code

EM 2/21/ 65.	1952/53 (A-F)	79.	1963/64
66.	1952/53 (G-M)	80.	1964/65
67.	1952/53 (N-W)	81.	1965/66
68.	1953/54 (A-H)	82.	1966/67
69.	1953/54 (J-Y)	83.	1967/68
70.	1954/55	84.	1968/69
71.	1955/56	85.	1969/70
72.	1956/57	86.	1970/71 missing
73.	1957/58	87.	1971/72
74.	1958/59	88.	1972/73
75.	1959/60	89.	1973/74
76.	1960/61	90.	1974/75 (A-K)
77.	1961/62	91.	1974/75 (M-Z)
78.	1962/63	92.	1975/76 (A-P)
		93.	1975/76 (Q-X)
		94.	1976/77 (A-V)
		95.	1976/77 (X-Z)
		96.	1977/78 (un-coded and A-W)
		97.	1977/78 (un-coded (X-Z)
		98.	1978/79 (un-coded and A-W)
		99.	1978/79 (X-Z)
		100.	1979/80 (un-coded and A-W) 21 vols (65-85) and 19
		101.	1979/80 (X-Z) 5 bundles (87-91) 95 105
		102.	1980/81 (un-coded and A-W)
		103.	1980/81 (X-Z)
		104.	1981/82 (un-coded and A-W)
		105.	1981/82 (X-Z)

University Extension and Tutorial Classes Council, University Extension
Syllabuses, Folio Series

See introduction to EM 2/21

- EM 2/21A/ 1. 1939/40
2. 1940/41
3. 1941/42
4. 1942/43
5. 1943/44
6. 1944/45
7. 1945/46
8. 1946-49*
9. 1951/52*

9 vols

* Stencilled syllabuses in loose leaf bindings, probably incomplete

Arranged by name of lecturer

(series continued on next page)

Council for Extra-Mural Studies, University Extension Syllabuses,
Folio Series

EM 2/21A/ 10. 1954/55 duplicated syllabuses*

11. 1955/56

12. 1956/57

13. 1957/58

14. 1958/59

15. 1959/60

16. 1960/61

17. 1961/62

18. 1962/63

19. 1963/64

20. 1964/65

21. 1965/66

22. 1966/67

23. 1967/68

25. 1968/69

26. 1969/70

26. 1970/71 A-Ha

27. 1970/71 He-Z

28. 1971/72

29. 1972/73

30. 1973/74

31. 1974/75

32. 1975/76

* In loose-leaf binding, probably incomplete

Arranged by name of lecturer to 1970/71

18 vols (10-27) and 4⁵
envelopes (28-31) 32)

Council for Extra-Mural Studies, University Extension Examination Papers

See also EM 2/20 for examination papers 1887-1908

EM 2/22/ 1. 1964
2. 1965
3. 1966
4. 1967
5. 1968
6. 1969
7. 1970
8. 1971
9. 1972
10. 1973
11. 1974
12. 1975
13. 1976
14. 1977
15. 1978

15
44
3
12 vols

London Society for the Extension of University Teaching,
Lecturers and Examiners Reports

In the list below all the volumes for a particular year are shown on a single line. Each volume is separated from its fellows by a comma. Thus the entry '1891 Lent and Summer, Michaelmas' signifies that there exist two volumes.

EM2/23/ 1. 1883 Michaelmas } 1 vol.
 1884 Lent }
 2-3 1886 Lent, Michaelmas
 4-5 1887 Lent, Michaelmas
 6-7 1888 Lent, Michaelmas
 8-9 1889 Lent and Summer, Michaelmas
 10-11 1890 Lent and Summer, Michaelmas
 12-13 1891 Lent and Summer, Michaelmas
 14-15 1892 Lent and Summer, Michaelmas
 16-17 1893 Lent and Summer, Michaelmas
 18-19 1894 Lent and Summer, Michaelmas
 20-21 1895 Lent and Summer, Michaelmas
 22-23 1896 Lent and Summer, Michaelmas
 24-25 1897 Lent and Summer, Michaelmas
 26-27 1898 Lent and Summer, Michaelmas
 28-30 1899 Lent, Summer, Michaelmas
 31-33 1900 Lent, Summer, Michaelmas

330 vols.

[series continued on next page]

Board to Promote the Extension of University Teaching,
Lecturers and Examiners Reports

Until 1904 the report sheets continue to use LSEUT headed paper despite the setting up of the BPEUT. The volumes often contain copies of the Annual Report.

In the list below all the volumes for a particular year are shown on a single line. Each volume is separated from its fellows by a comma. Thus the entry '1901 Lent, Summer, Michaelmas' signifies that there exist three volumes for 1901, one for each term in the academic year. After 1915 the Lecturers and Examiners Reports were bound into a single volume for each session.

EM2/23/34-36	1901 Lent, Summer, Michaelmas	
37-39	1902 Lent, Summer, Michaelmas	
40-42	1903 Lent, Summer, Michaelmas	
43-45	1904 Lent, Summer, Michaelmas	
46-48	1905 Lent, Summer, Michaelmas	
49-51	1906 Lent, Summer, Michaelmas	
52-54	1907 Lent, Summer, Michaelmas	
55-57	1908 Lent, Summer, Michaelmas	
58-60	1909 Lent, Summer, Michaelmas	
61-63	1910 Lent, Summer, Michaelmas	
64-66	1911 Lent, Summer, Michaelmas	
67-69	1912 Lent, Michaelmas Summer, Michaelmas	
70-72	1913 Lent, Summer, Michaelmas	
73-75	1914 Lent, Summer, Michaelmas	
76-77	1915 Lent, Summer	
78.	1915/16	78. 1915 Michaelmas and 1916 Lent
80.	1916/17	
81	1917/18	
82	1918/19	
83	1919/20	
84	1920/21	
85	1921/22	
86	1922/23	
87	1923/24	
88	1924/25	
89	1925/26	
90	1926/27	
91	1927/28	

NB 85 year closure
Data Protection Act
56 vols.

[series continued on next page]

Council for Extra-Mural Studies, Lecturers and Examiners Reports

Each adult education class organised at local centres by the Council for Extra-Mural Studies was subject to two reports on its progress, one by the lecturer conducting that class, and if it was an examination class, one by an outside examiner. The reports were preserved in the volumes listed below. The Council for Extra-Mural Studies used several systems of arranging the material into volumes. From the first session of the Council for Extra-Mural Studies, 1953/54 generally three volumes were produced each academic year, entitled Volumes I, II, and III. Their contents were as follows:

- Volume I (a) Annual Report
 (b) Combined recommendations of the lecturers and examiners
 (c) Examination Papers
 (d) Examiners Reports

Volume II Lecturers Reports

Volume III Lecturers Reports

The Lecturers Reports were divided into two volumes owing to the bulk of the material to be found. They are organised in alphabetical order of the name of the Centre at which the course was held. Volume II begins at letter 'A' and Volume III continues the sequence where Volume I has left off.

Throughout the 1950s the system (described above) of organising the material was continued, but from session 1958/59 the titles on the spines of the volumes were changed as follows:

Volume I Examiners Reports

Volume II Lecturers Reports

Volume III Lecturers Reports

In the early 1960s the system then in existence of arranging the Lecturers and Examiners Reports was erratically applied. This laxity had a number of results. First, the volumes for the session 1959/60 were mistitled. The lettering on the spines of Volumes II and III read 'Examiners Reports' when in fact they contain Lecturers Reports. Secondly, some of the Reports for session 1963/64 were bound into the volume for 1962/63. In 1964 the series was split, creating two series: Lecturers Reports (EM 2/24) and Examiners Reports (EM 2/25).

University Extension and Tutorial Classes Council,
Lecturers and Examiners Reports

These volumes sometimes contain copies of the Annual Report. Owing to their increased size, each session's reports become split into several volumes towards the end of this series.

EM 2/23/ 92. 1928/29
 93. 1929/30
 94. 1930/31
 95. 1931/32
 96. 1932/33
 97. 1933/34
 98. 1934/35
 99. 1935/36
 100. 1936/37
 101. 1937/38
 102. 1938/39
 103. 1939/40
 104. 1940/41
 105. 1941/42
 106. 1942/43
 107. 1943/44
 108. 1944/45
 109. 1945/46
 110. 1946/47
 111-112. 1947/48 vols. 1, 2
 113-115. 1948/49 vols. 1, 2, 3
 116-118. 1949/50 vols. 1, 2, 3
 119-121. 1950/51 vols. 1, 2, 3
 122-124. 1951/52 vols. 1, 2, 3

NB 85 year
 closure DPA

33 27 vols.

[series continued on next page]

Council for Extra-Mural Studies, Lecturers and
Examiners Reports (contd.)

Em2/23	125-127/1952/53	vol. I, II, III
	128-130/1953/54	vol. I, II, III
	131-133/1954/55	vol. I, II, III
	134 - 136/1955/56	vol. I, II, III
	137 - 139/1956/57	vol. I, II, III
	140 - 142/1957/58	vol. I, II, III
	143 - 145/1958/59	vol. I, II, III
	146 - 148/1959/60	vol. I, II, III
	149 - 151/1960/61	vol. I, II, III
	152 - 154/1961/62	vol. I, II, III
	155 - 158/1962/63	vol. I, II, III, IV
	159/1963/64	vol. I
	160/1963/64	

36 ~~24~~ vols.

Council for Extra-Mural Studies, Lecturers' Reports

For Lecturers' Reports prior to 1964 see EM2/23

The reports are arranged as follows:

1964/65	by name of lecturer
1964/65 - 1968/69	by name of centre
1969/70 - 1971/72	by course code
1972/73	by name of centre
1973/74	by course code

- EM 2/24/
1. 1964/65 (A-G)
 2. 1964/65 (G-M)
 3. 1964/65 (M-W)
 4. 1964/65 (Misc) and 1965/66 (A-C)
 5. 1965/66 (C-I)
 6. 1965/66 (I-Y)
 7. 1966/67 (A-E)
 8. 1966/67 (E-M)
 9. 1966/67 (M-W)
 10. 1967/68 (A-E)
 11. 1967/68 (F-M)
 12. 1967/68 (M-W)
 13. 1968/69 (A-E)
 14. 1968/69 (E-M)
 15. 1968/69 (M-Y)
 16. 1969/70 (A-D)
 17. 1969/70 (E-H)
 18. 1969/70 (J-R)
 19. 1969/70 (x5102 - x5932)
 20. 1969/70 (x6002 - x6703)
 21. 1970/71 (A - D0234)
 22. 1970/71 (D0301 - G)
 23. 1970/71 (H - x5514)
 24. 1970/71 (x5603 - x9006)
 25. 1971/72 (A - D0130)
 26. 1971/72 (D0201 - L)
 27. 1971/72 (M - x5332)
 28. 1971/72 (x5502 - x9005)
 29. 1972/73 (A-C)
 30. 1972/73 (C-E)
 31. 1972/73 (F-K)
 32. 1972/73 (L-R)
 33. 1972/73 (S-W)
 34. 1972/73 (Misc)
 35. 1973/74 (A-D)
 36. 1973/74 (E-K)
 37. 1973/74 (L - x5310)
 38. 1973/74 (x5311 - x6214)
 39. 1973/74 (x6402 - x9004)

15 vols (1-15) and 24 bundles
(16-39)

Council for Extra-Mural Studies, Lecturers' Reports (continued)

The reports are arranged as follows:

1974/75 by name of centre

1975/76 " " " "

1976/77 by course code

1977/78 by name of centre

from 1978 by course code

- EM 2/24/ 40. 1974/75 (A-C)
 41. 1974/75 (C-H)
 42. 1974/75 (H-M)
 43. 1974/75 (N-W)
 44. 1975/76 (A-C)
 45. 1975/76 (C-F)
 46. 1975/76 (F-L)
 47. 1975/76 (L-R)
 48. 1975/76 (R-W)
 49. 1976/77 (A0101 - D0404)
 50. 1976/77 (D0405 - J0204)
 51. 1976/77 (J0205 - X5116)
 52. 1976/77 (X5117 - X5912)
 53. 1976/77 (X5916 - Z5928)
 54. 1977/78 (A-C)
 55. 1977/78 (C-E)
 56. 1977/78 (E-K)
 57. 1977/78 (L-O)
 58. 1977/78 (R-W)
 59. 1978/79 (A0101 - E0103)
 60. 1978/79 (E0104 - J0107)
 61. 1978/79 (J0108 - V0201)
 62. 1978/79 (V0202 - X5812)
 63. 1978/79 (X5815 - Z7802)
 64. 1979/80 (numerical codes and A-R)
 65. 1979/80 (T-Z)
 66. 1980/81 (numerical codes and B-W)
 67. 1980/81 (X-Z)
 68. 1981/82 (numerical codes and B-K)
 69. 1981/82 (M - X5922)
 70. 1981/82 (X6101 - Z)

24
 94 vols

Council for Extra-Mural Studies, Examiners' Reports

For Examiners' Reports prior to 1964 see Lecturers' and Examiners' Reports (EM 2/23)

The reports are arranged by course and, from 1970/71, course code.

EM 2/25	1.	1964/65	
	2.	1965/66	
	3.	1966/67	
	4.	1967/68	
	5.	1968/69	Diplomas in History, English Literature, Economics, and Sociology
	6.	1968/69	Other diplomas and certificates
	7.	1969/70	Diplomas in History, English Literature, Economics, Sociology, History of Art, and Biblical and Religious Studies
	8.	1969/70	Other diplomas and certificates
	9.	1970/71	(A-F)
	10.	1970/71	(G-X)
	11.	1971/72	(A-F)
	12.	1971/72	(G-X)
	13.	1972/73	(A-F)
	14.	1972/73	(G-X)
	15.	1973/74	(A-F)
	16.	1973/74	(G-X)
	17.	1974/75	(A-F)
	18.	1974/75	(G-X)
	19.	1975/76	(A-E)
	20.	1975/76	(F-X)
	21.	1976/77	(A-E)
	22.	1976/77	(F-X)
	23.	1977/78	(A-E)
	24.	1977/78	(F-X)

24
22
~~20~~
18 vols

University Extension Guild: List of Schemes for Group Study

The University Extension Guild was an organisation concerned with adult education. Financed by public subscription, the Guild had a twofold objective: as a general aim, to link together the various local University Extension centres in the London area and to promote the University Extension movement, and on a local level to organise supplementary lectures, visits to places of historical interest and social gatherings for its members.

The Guild had connections with the University of London dating back to the days of the LSEUT (see BPEUT, minutes vol.1906/7, minute 359). From time to time the University Extension Guild received modest financial aid from the University of London and was accustomed to enjoy the use of University buildings on certain special occasions, for example the University Extension Guild conversazione, (see BPEUT, minutes vol.1908/9, minute 95). The List of Schemes for Group Study included details of the courses of study, the teachers, and the dates and locations of the meetings held.

1905/6

1 vol.

EM 2/27

University Extension Committee of the University Extension
and Tutorial Classes Council, Photographs

1948 13 Oct. Audience of Dr F. Burger's first
lecture, Kemsley House

1948 13 Oct. Dr F. Burger's first lecture,
Kemsley House

2 photographs

University Extension and Tutorial Classes Council
(subsequently Council for Extra-Mural Studies), University
Extension Sessional Certificate in Honours Essays, reports
and statistics

1946-1973

1 vol.

COUNCIL FOR EXTRA MURAL STUDIES

EM 2 UNIVERSITY EXTENSION

EM 2/29

Printed booklet entitled A Few Notes on
The Saint Bride Foundation Centre 1909-
1929. 1929

1 envelope

EM 2/30

Newsletters of the University of London
Extension Association. 1951-80. Incomplete

1 envelope

EM 2/31/1-3

Papers relating to the establishment and
subsequent revision of the Diploma course
in Archaeology. 1954-7

1. Minutes and agenda of the Advisory
sub-committee on the Diploma. 1954-5
2. Correspondence relating to the
establishment of the Diploma course.
1954-5.
3. Papers relating to the revision of the
Diploma course. 1956-7

3 envelopes

COUNCIL FOR EXTRA-MURAL STUDIES

EM 2 UNIVERSITY EXTENSION

EM 2/32

Syllabus and other papers relating to
a course of lectures on adult
education. 1956

1 envelope

EM 2/33/1-2

Papers of the Deputy Director
(Extension), including syllabuses
and reports, relating to short
courses and to seminars and
conferences for tutors and lecturers.
1976-82.
1. 1976-7
2. 1977-82.

2 envelopes

EM 2/34/1

University Extension Students Association
Programme of visits and lectures for
the Easter Term. Based at
South Western Polytechnic, Chelsea

1904

EM 3/1

Board to Promote the Extension of University Teaching,
Holiday Courses for Foreigners, Posters

1908

1 poster

EM 3/2

Board to Promote the Extension of University Teaching,
Holiday Courses for Foreigners, Prospectuses

EM 3/2 | 1. 1908 (2 types)

2 items

2. 1911-1935
3. 1936-1973

21 vols (1) and 1 bundle (2)

See also files of controlling committee: EM 7/39/1-65

Board to Promote the Extension of University Teaching,
Holiday Courses for Foreigners, Application Forms

1908 for admission
1908 for accommodation

2 forms in envelope

Board to Promote the Extension of University Teaching,
Holiday Courses for Foreigners, Timetables

EM 3/4 | 1. 1907 week 1
1907 week 3 and 4
~~1927 1st fortnight~~
~~1927 2nd fortnight~~
~~1928~~

2 1/2 items

[series continued on next page]

University Extension and Tutorial Classes Council,
Holiday Courses for Foreigners, Timetables

EM 3/4/2. 1927
1928
1929
1930
1931
1932
1933
1934
1935
1936
1937
1938
1939

1947
1948
1949
1950
1951
1952

19 items in bundle

[series continued on next page]

Council for Extra-Mural Studies, Holiday Courses for
Foreigners, Timetables *

EM3/4/ 3. 1953 - 66
4. 1967 - 73

24 items - 2 bundles

*from 1962 known as Programmes

Board to Promote the Extension of University Teaching and
its successors, Holiday Courses for Foreigners, Examination
Papers

EM 3/5/1. 1906
1907 (2 items)

3 items in envelope

2. 1921-1935
3. 1936-1963
4. 1964-1976

1 vol. (2) and 2 bundles (3-4)

Board to Promote the Extension of University Teaching,
Holiday Courses for Foreigners, Souvenirs

Probably souvenirs were given (or sold) to students who undertook the course. Each souvenir contained the following information:

- (i) addresses of staff
- (ii) entertainments
- (iii) excursions
- (iv) list of staff and the classes they taught
- (v) names and addresses of students (grouped by country)
- (vi) statistical table

Souvenirs do not appear to have been produced after the Second World War. Instead, lists of students who had undertaken the courses were retained: see EM 3/7.

EM 3/6/1. 1905
1906
1907
n.d.

4 items in envelope

2. 1914-1934

1 ~~vol~~ bundle

3. 1935
1936
1937
1938
1939

5 items in envelope

University Extension and Tutorial Classes Council,
Holiday Courses for Foreigners, Lists of Students

For lists of students before 1939: see EM 3/6.

1938
1939
1947
1948
1949
1950
1951
1952

~~8 items~~

[series continued on next page]

Council for Extra-Mural Studies, Holiday Courses for
Foreigners, Lists of Students

1953
1954
1955
1956
1957
1958
1959
1960
1961
1962
1963
1964
1965
1966
1967
1968
1969
1970
1971
1972
1973

29 items in envelope

Board to Promote the Extension of University Teaching
(Matriculation), minutes

Little is known about the volume listed below. Minute 1 of the meeting of 9 October 1907 (that is the first meeting of session 1907/8) records the reading and confirmation of the minutes of the previous meeting (9 July 1907) thus indicating that the committee was in existence for at least the session before 1907/8. However no earlier record appears to survive. In session 1908/9 the Matriculation Board was created to deal with matters relating to Matriculation, including examination; thus it is likely that the series listed below ceased to be created after 1907/8. Nonetheless, school inspection and all other school examinations set by the University remained under the direction of the BPEUT and thus dealt with in the Board's minutes (EM 1/4) until 1928, when the work was transferred to the Matriculation and School Examination Council.

1907/8

1 vol.

Indexed

Renumbered as EM1/4/10B

Board to Promote the Extension of University Teaching,
School Inspection and Examinations, Forms

1906-8 n.d. used for school examinations 9 items
n.d. used for school inspections 6 items

Board to Promote the Extension of University Teaching,
School Inspection and Examinations, Notices to candidates

1907 n.d. Matriculation standard
1907 n.d. Higher standard

2 items in envelope

Board to Promote the Extension of University Teaching,
School Inspection and Examinations, Examination timetables

1908 Junior School Examination
1908 Matriculation standard

2 items in envelope

EM 4/5

Board to Promote the Extension of University Teaching,
School Inspection and Examinations, Mark sheets

1907 n.d. for schools under inspection

1 item in envelope

COUNCIL FOR EXTRA-MURAL STUDIES

EM 4 SCHOOL INSPECTION AND EXAMINATION

EM 4/6/1-5

Printed regulations for the inspection
and examination of schools. 1897, 1901,
1903-16, and 1921-30

- | | |
|----------------------------|------------|
| 1. 1897, 1901, and 1903-10 | 4. 1921-5 |
| 2. 1910-16 | 5. 1926-30 |
| 1917-20 wanting | |

4 volumes

COUNCIL FOR EXTRA-MURAL STUDIES

EM 5 ADULT SCHOLARSHIPS

EM 5/1/1-10 Adult Scholarships sub-committee:-
agenda papers, including details of
candidates for scholarships, and some
minutes. 1931-59

- | | |
|-----------|------------|
| 1. 1931-2 | 6. 1937 |
| 2. 1933 | 7. 1938 |
| 3. 1934 | 8. 1939 |
| 4. 1935 | 9. 1945-51 |
| 5. 1936 | 10. 1952-9 |

8 volumes (1-8)
and 2 folders

EM 5/2 Correspondence and other papers
concerning the establishment and
administration of the adult
scholarships scheme. 1929-46

1 envelope

EM 5/3 Notes of scholarships awarded between
1932 and 1939 and of references
to the adult scholarships scheme
in the minutes of the Senate and
of the University Extension and
Tutorial Classes Council. Compiled
c. 1939

1 envelope

EM 5/4 Correspondence with and concerning
individual scholars to whom awards
were made between 1935 and 1939;
with other related papers including
essays submitted with applications.
1934-50

1 folder

Joint Committee for the Promotion of the Higher
Education of Working People

Em6/1/ 1. 1909-14 papers unbound due to error

2. 1909/10*
3. 1910/11*
4. 1911/12*
5. 1912/13*
6. 1913/14*
7. 1914/15*
8. 1915/16*
9. 1916/17*
10. 1917/18*
11. 1918/19*
12. 1919/20*
13. 1920/21*
14. 1921/22*
15. 1922/23*
16. 1923/24*
17. 1924/25*
18. 1925/26*
19. 1926/27*
20. 1927/28*
21. 1928/29 *

*signed minutes

~~2~~
18 vols.

1 envelope (1) and 20 vols (2-21)

Indexed

[series continued on next page]

Tutorial Classes Committee of the University Extension
and Tutorial Classes Council, Minutes

- Em 6/1 / 22. 1929/30 *
23. 1930/31 *
24. 1931/32 *
25. 1932/33 *
26. 1933/34 *
27. 1934/35 *
28. 1935/36 *
29. 1936/37 *
30. 1937/38 *
31. 1938/39
32. 1938/39 Agenda
33. 1939/40
34. 1940/41 *
35. 1941/42 *
36. 1942/43 *
37. 1943/44 *
38. 1944/45 *
39. 1945/46 *
40. 1946/47
41. 1947/48 *
42. 1948/49 *
43. 1949/50 *
44. 1950/51 *
45. 1951/52 *

24 vols.

*Signed copies

Indexed

[series continued on next page]

Tutorial Classes Committee of the Council for Extra-Mural
Studies, Minutes

Em6/1/ 46. 1952/53*

47. 1953/54*

48. 1954/55*

49. 1955/56*

50. 1956/57*

51. 1957/58*

52. 1958/59*

53. 1959/60*

54. 1960/61*

55. 1961/62*

56. 1962/63*

57. 1963/64*

58. 1964/65*

59. 1965/66*

60. 1966/67*

61. 1967/68*

62. 1968/69*

63. 1969/70*

64. 1970/71*

65. 1971/72*

66. 1972/73*

67. 1973/74*

68. 1974/75*

69. 1975/76*

70. 1976/77*

71. 1977/78*

72. 1978/79*

73. 1979/80*

74. 1980/82

missing 25/4/85

*Signed

Indexed

23 24 27
22 vols.

EM 6/2

Joint Committee for the Promotion of the Higher Education
of Working People, Report

1909-13

1 vol.

EM 6/3

University Extension and Tutorial Classes Council, Reports on
Visits to Tutorial Classes

1947-49
1950-52

2 boxes

EM 6 / 3 / 1. 1947/48
2. 1948/49
3. 1949/50
4. 1950/51
5. 1951/52

5 bundles

[series continued on next page]

Council for Extra-Mural Studies, Visits to Tutorial Classes

Em6/3/6. 1952-53

~~1953-56~~

~~1956-59~~

~~1959-61~~

~~1961-66~~

7. 1953/54

8. 1954/55

9. 1955/56

10. 1956/57

11. 1957/58

12. 1958/59

13. 1959/60

14. 1960/61

1961/62 not transferred

1962/63 not transferred

1963/64 not transferred

18. 1964/65

19. 1965/66 /

11 bundles

Tutorial Classes Committee of the Council for Extra-
Mural Studies, Prospectuses

See also: Programme of University Classes for Adults
(EM 1/9) for information after 1965/66.

Autumn 1957 Middx. and S.Herts.

Autumn 1961 County of London

Autumn 1961 Essex

Autumn 1961 Middx. and S.Herts.

Autumn 1961 Surrey

Autumn 1962 County of London

Autumn 1962 Essex

Autumn 1962 Middx. and S.Herts.

Autumn 1962 Surrey

Autumn 1963 County of London

Autumn 1963 Essex

Autumn 1963 Middx. and S.Herts.

Autumn 1963 Surrey

Autumn 1964 County of London

Autumn 1964 Essex

Autumn 1964 Middx and S.Herts.

1965 University Tutorial Classes

17 items in bundle

Joint Committee for the Promotion of the Higher Education
of Working People, Leaflets for Tutorial Classes

1911/12
1912/13
1913 Jan.
1913 Nov.
1913/14
1914/15
1915 (Classes for Women)
1915/16 (Sept. 1915)
1915/16 (Mar. 1916)
1924 Jan.

10 leaflets

1911-24

[series continued on next page]

Tutorial Classes Committee of the University Extension
and Tutorial Classes Council, Leaflets for Tutorial
Classes

n.d (2 items)

1934/35
1935/36
1936/37
1937/38
1938/39
1939/40
1945/46
1946/47
1947/48
1948/49
1949/50

13 leaflets

[series continued on next page]

Tutorial Classes Committee of the Council for Extra-Mural Studies, Leaflets for Tutorial Classes

1955/56
1956/57
1957/58
1958/59
1964/65
1965/66

6 leaflets

Joint Committee for the Higher Education of Working People,
Tutorial Class Syllabuses

- | | | | |
|---------|-----|---------|---|
| EM 6/6/ | 1. | 1911/12 | |
| | 2. | 1912/13 | |
| | 3. | 1913/14 | |
| | 4. | 1914/15 | |
| | 5. | 1916-18 | English literature classes taught by T S Eliot
(photocopies) * |
| | 6. | 1919/20 | |
| | 7. | 1920/21 | SA 1915-16 |
| | 8. | 1921/22 | SB 1916-17 |
| | 9. | 1922/23 | SC 1917-18 |
| | 10. | 1923/24 | SD 1918-19 |
| | 11. | 1924/25 | |
| | 12. | 1925/26 | |
| | 13. | 1926/27 | |
| | 14. | 1927/28 | |
| | 15. | 1928/29 | |

(T.S. Eliot syllabuses missing
 from SB, SC, and SD)
 7/ SA 22/7/93

14 15 vols (1-5, 7-15)
 and 5 envelopes (SA-6)

Arranged by name of lecturer

* Originals of the syllabuses for 1917 and 1918 are contained
 in a volume in the Library shelved at *K5.21 [London]

This has now been transferred to Archives, and has
 the reference code EM6/6/5.

(series continued on next page)

Tutorial Classes Committee of the University Extension and
Tutorial Classes Council, Tutorial Class Syllabuses (continued)

EM 6/6/ 16. 1929/30
17. 1930/31
18. 1931/32
19. 1932/33
20. 1933/34
21. 1934/35
22. 1935/36
23. 1936/37
24. 1937/38
25. 1938/39
26. 1939/40
27. 1940/41
28. 1941/42
29. 1942/43
30. 1943/44
31. 1944/45*
32. 1945/46
33. 1946/47
34. 1947/48
35. 1948/49
36. 1949/50
37. 1950/51
38. 1951/52

23 vols

Arranged by name of lecturer

* Vol 31 was transferred from the Periodicals Room and is the property of the University of London Library.

(series continued on next page)

Tutorial Classes Committee of the Council for Extra-Mural Studies,
Tutorial Class Syllabuses (continued)

Until the academic year 1967/68, the majority of the Tutorial Class Syllabuses were bound into single volumes. The sessions 1959/60 and 1960/61 were the exceptions with an additional second volume, considerably smaller than the first part. In these two cases the first part was not entitled 'Part I' on the spines, but instead the lettering is identical with the majority which appear to have no second part. In contrast, from session 1967/68 onwards, the Tutorial Class Syllabuses were bound into volumes of equal size. These two factors suggest that the second parts for sessions 1959/60 and 1960/61 contain syllabuses which were omitted from the first part, possibly due to an oversight.

The syllabuses are arranged by name of lecturer; the syllabuses of classes taught by more than one lecturer are usually at the end of the alphabetical sequence.

EM 6/6/ 39.	1952/53	56.	1967/68 (A-K)
40.	1953/54	57.	1967/68 (K-Y)
41.	1954/55	58.	1968/69 (A-J)
42.	1955/56	59.	1968/69 (K-Y)
43.	1956/57	60.	1969/70 (A-J) *
44.	1957/58	61.	1969/70 (J-Y) *
45.	1958/59	62.	1970/71 (A-J)
46.	1959/60 Part I	63.	1970/71 (J-Y)
47.	1959/60 Part II	64.	1971/72 (A-J)
48.	1960/61 Part I	65.	1971/72 (J-Y)
49.	1960/61 Part II	66.	1972/73 (A-K)
50.	1961/62	67.	1972/73 (K-Y)
51.	1962/63	68.	1973/74 (A-K)
52.	1963/64	69.	1973/74 (K-W)
53.	1964/65	70.	1974/75 (A-L)
54.	1965/66	71.	1974/75 (M-Y)
55.	1966/67	72.	1975/76 (A-L)
		73.	1975/76 (M-Z)
		74.	1976/77 (A-L)
		75.	1976/77 (L-W)
		76.	1977/78 (A-K)
		77.	1977/78 (L-W)
		78.	1978/79 (A-K)
		79.	1978/79 (L-W)
		80.	1979/80 (A-K)
		81.	1979/80 (L-W)
		82.	1980/81 (A-J)
		83.	1980/81 (K-W)
		84.	1981/82 (A-J)
		85.	1981/82 (K-W)

743
 33 vols (79-81) and 4
 bundles
 (82-85)

* Vols 60 and 61 were transferred from the Periodicals Room and are the property of the University of London Library.

Tutorial Classes Committee of the Council for Extra-Mural Studies, General Information for Summer School Students

1968 Westonbirt
1969 Westonbirt
1970 Westonbirt
1970 Seale-Hayne
1972 Westonbirt

5 pamphlets in envelope

Tutorial Classes Committee of the Council for Extra-Mural Studies, Prospectuses for Summer Schools

For 1972 onwards see: Council for Extra-Mural Studies, Prospectuses for Summer Schools (EM 1/10).

1951, 1952-4, 1956-9, 1960

1960

1962 ¹⁹⁶¹

1963

1964 ¹⁹⁶⁵

1966

1967

1968

1969

1970

18 9 items

EM 6/9

Tutorial Classes Committee of the University Extension
Tutorial Classes Council, Summer Vacation Course
Syllabuses

1948 Contemporary English Literature

1 item

Joint Committee for the Promotion of the Higher
Education of Working People, Summer Schools
Working Papers

After the 1928 reorganisation the Joint Committee for the Promotion of the Higher Education of Working People ceased to run the scheme, the job being taken over by the Tutorial Classes Committee of the University Extension and Tutorial Classes Council.

1914-1939

1 file

COUNCIL FOR EXTRA-MURAL STUDIES

EM 6 TUTORIAL CLASSES

EM 6/11/1-35 Tutors' final reports on classes.
1943-82. Incomplete

The reports are arranged as follows:

1943-5	by name (ie location) of class
1953-69	by name of tutor
1970-73	by name of education authority
1974-82	by code number of course

1. 1943-5 (two reports only for 1944-5)
2. 1953-4 (A-K)
3. 1953-4 (L-W)
4. 1955-6 (A-J)
5. 1955-6 (K-Y)
6. 1956-7 (A-K)
7. 1956-7 (L-Y)
8. 1957-8 (A-K)
9. 1957-8 (L-W)
10. 1958-9 (A-K)
11. 1958-9 (L-W)
12. 1959-60 (A-K)
13. 1959-60 (L-W)
14. 1960-1 (A-K)
15. 1960-1 (L-W)
16. 1961-2 (A-J)
17. 1961-2 (K-W)
18. 1968-9 (A-R)
19. 1968-9 (S-Y)
20. 1970-1 (ILEA and London Boroughs)
21. 1970-1 (chiefly Herts, Essex, Surrey)
22. 1972-3 (ILEA, Essex, Surrey)
23. 1972-3 (Herts, Essex, Surrey)
24. 1974-5 (0121-4920)
25. 1974-5 (5020-9928)
26. 1975-6 (0101-5445)
27. 1975-6 (5601-9908)
28. 1976-7 (0180-5002)
29. 1976-7 (5021-9985)
30. 1977-8
31. 1978-9
32. 1979-80
33. 1980-1
34. 1981-2 (0341-5983)
35. 1981-2 (6001-9884)

27 bundles
(1-27),
5 volumes
(28-32), and
3 boxes,
(33-35)

COUNCIL FOR EXTRA-MURAL STUDIES

EM 6 TUTORIAL CLASSES

- EM 6/12 Vacation course registers, 1926-34, and class registers,
1916 and 1926
1 envelope
- EM 6/13 Miscellaneous agenda papers of the Joint Committee for
the Higher Education of Working People. 1910-22.
These papers appear to have been extracted from the
archives, perhaps during the preparation of University
Adult Education in London in London: A Century of
Achievement by John Burrows (1976). They were
returned to the archives by the Department of Extra-
Mural Studies in 1986; it was not possible to replace
them in their original locations.
1 folder
- EM 6/14 Notes on prospective tutors made by Barbara Wootton,
Director of Studies from 1927 to 1944. 1938-44
1 notebook
in envelope
- EM 6/15 Printed booklet containing a description of the
constitution, functions and work of the Joint Committee
for the Promotion of the Higher Education of Working
People. 1929
1 envelope
- EM 6/16 Register of applications for work as class tutors,
giving name, age, qualifications, details of experience
and courses offered, and names of referees. 1910-39.
Indexed
1 volume

COUNCIL FOR EXTRA-MURAL STUDIES

EM 6 TUTORIAL CLASSES

EM 6/17 Application forms and other papers relating to prospective class tutors. 1931-71. These few papers are all that are known to have survived of the series; they appear to have been selected on the grounds that they relate to people who were, or who subsequently became, well-known.

1 envelope

EM 6/18/1-18 Class registers recording chiefly names, occupations and attendances of students; with statistics sheets summarising numbers of students in various occupational groups, and class attendances. Registers of classes extending over more than one session are usually placed with those for its last session. 1943-62

- | | |
|------------|-------------------------|
| 1. 1943-4 | 10. 1952-3 |
| 2. 1944-5 | 11. 1953-4 |
| 3. 1945-6 | 12. 1954-5 |
| 4. 1946-7 | 13. 1955-6 (incomplete) |
| 5. 1947-8 | 14. 1956-7 |
| 6. 1948-9 | 15. 1957-9 (incomplete) |
| 7. 1949-50 | 16. 1959-60 |
| 8. 1950-1 | 17. 1960-1 |
| 9. 1951-2 | 18. 1961-2 |

3 bundles (1-3)
and 15 boxes
(4-18)

EM 6/19/1-6 Tutors' mid-session reports on classes. 1957-63

- | | |
|------------|-----------|
| 1. 1957-8 | 4. 1960-1 |
| 2. 1958-9 | 5. 1961-2 |
| 3. 1959-60 | 6. 1962-3 |

6 bundles

COUNCIL FOR EXTRA-MURAL STUDIES

EM 6 TUTORIAL CLASSES

EM 6/20/1-2

'Record books' containing chiefly names of classes and, from 1945, tutors; to 1944, names and addresses of class secretaries and librarians; notes of administrative procedures carried out; and statistical and attendance details. 1932-55

1. 1932-7
2. 1937-55

2 volumes

EM 6/21/1-2

Daily income and expenditure accounts. 1948-59

1. 1948-52
2. 1952-9

2 volumes

Part 7 Vocational Diplomas and Certificates Advisory Committees

The documents listed below were part of the working papers of R A S Knowles, Secretary to the Summer School of English from 1928 and Assistant Director from 1965. He held both posts until he retired in 1973.

The files contain the papers of sub-committees set up to supervise the vocational courses and the administrative papers arising from those courses. In terms of scope, the documents can be divided broadly into two groups. First, those dealing with vocational courses in a general way. For the period 1920-1934 the Joint Sub-Committee on Diplomas (see EM 7/34/1-17) dealt with the expanding programme of vocational diplomas. Thereafter, when a new course was proposed, an ad hoc advisory committee was created to investigate the matter.

There exist also sets of general statistics and reports. Thus, there survives a file (EM 7/27/1) which deals with statistical information about students: registered students, examination candidates, and diplomas and certificates awarded. Likewise the file EM 7/27/2 contains the departmental contributions to the Principal's report, statistics supplied to the UCAE and returns to the UGC. The files contain also a series of annual reports on the progress of the vocational diplomas programme (EM 7/27/1).

During the Second World War the vocational diplomas section of the Extra-Mural Department was involved in producing courses for prisoners of war in Germany. There survives one file of reports (EM 7/2/1) on prisoner of war courses for the period 1942-45.

The second group consists of documents which deal with particular courses. Often these papers include the minutes of the advisory committee created to devise a new course, as well as minutes of the supervisory committee once the course had been instituted. In addition one finds agenda, reports submitted to the committee, and copies of course prospectuses, leaflets etc. issued under the auspices of that committee. Sometimes reports submitted to committees can be used to provide information about individuals or groups. For instance c.1954 copies of a list of holders of the diploma in Dramatic Art 1925-52 (see EM 7/26/1) were sent to the Royal Academy of Dramatic Art and the Central School of Speech and Drama. These institutions returned the lists, having added, if known, the occupations of the former students at the time of the survey. Thus, this survey provides a useful source for those interested in assessing the success of the diploma in providing a career in acting or for those researching the careers of individuals, particularly those who did not become notably successful. Of course, several of the diploma holders did achieve success, for example Peggy Ashcroft, but much more information can be found about these people elsewhere.

There survives also more specialised files. For example files on the financial arrangements for a course. In addition, where courses were held at institutions approved by the University of London for the purpose, for instance Chelsea College in the case of physical education, there exist files of reports by officials of the Extra-Mural Department on those institutions.

Below are listed in chronological order the vocational courses instituted by the Extra-Mural Department. It should be noted that the covering dates indicate the period when the courses were offered to students. This period does not necessarily coincide with the time-span of the records that survive.

1904-11	Holiday Course for Foreign Teachers <u>subsequently re-titled:</u>
1911-36	Holiday Course for Foreigners
1936-39	Holiday Course in English for Overseas Students
1947-52	Holiday Course in English for Foreign Students
1952-63	Summer Vacation Course in English for Foreign Students
1963-	Summer School of English
1908-	Religious Knowledge, certificate of proficiency
1912-	Modern Foreign Languages, certificate of proficiency
1921-52	Psychological Medicine, postgraduate diploma
1923-	Dramatic Art, diploma
1926-	Nursing, diploma
1928-68	Diction and Drama, certificate
1930-53	Physical Education, diploma in theory and practice
1932-	Theology, diploma
1938-61	Public Administration, diploma
1939-71	Natural History, certificate of proficiency
1946-	Sister-Tutors, diploma
1947-59	Educationally sub-normal children (jointly run with NAMH)
1960-74	Mentally sub-normal children (jointly run with NAMH)
1966-	Field Biology, certificate of proficiency

Arrangement of section 7

The records listed below were stored in the offices of the Extra-Mural Department in a set of file boxes. The labels on the file boxes provided the main finding aid to their contents. On some of the boxes there exists a press mark written in red ink, with the prefix 'K'. Thus, K1, K14, K101, and so forth. It has been suggested by Mr. R. Morris, Registration Officer of the Extra-Mural Department, that the 'K' stands for 'Knowles' and this was part of R A S Knowles's filing system. Unfortunately, it has not been possible to follow this system in the list below because, after Knowles retired in 1973, another system of arranging the file boxes had been used which has distorted the original system. The post-1973 system did not use 'K' press marks, but instead added file boxes on to the existing series without giving the new boxes a press mark. Thus, boxes 3 and 4 of the Advisory Committee on Nursing and Sister Tutors are labelled in red ink as K16 and K19 respectively, but boxes 5, 6, 7, and 8 of the same set have no 'K' numbers.

In addition there existed a problem of identifying the boxes themselves and of access to the material they contained. A large proportion of the boxes had no press mark. Moreover, many contained material of so miscellaneous a nature, that it would have been difficult for a potential user of this list to discover what material was available.

For these reasons it has been necessary to impose a new system of identification on these records. In the new system, the basic unit is the file rather than the box, thus allowing greater flexibility in listing. For example reference number EM 7/2/1 has been allotted to the file; Prisoner of War Courses, general reports 1942-45. The reference number for each entry is listed on the left hand margin. However, the original order of files grouped into boxes has been retained. The resulting arrangement of the files is sometimes idiosyncratic. The researcher is advised to consult the index at the end of this list in order to ensure that he finds all the records on a particular course. The original 'K' system press mark appear in square brackets on the right hand side of each entry, where it exists. A square bracket with a dash, thus: [-] indicates the files are contained in a box without a press mark.

Psychological Medicine, advisory committee on postgraduate diploma

EM 7/1/1	personnel of committee	1926-1952	} [K1]
EM 7/1/2-37	agenda, minutes, reports	1920-1937	
EM 7/1/38-45	agenda, minutes, reports	1938-1950	[K2]

See also: EM 7/7, EM 7/9, EM 7/10, EM 7/30, EM 7/31

EM 7/2

Prisoner of War courses

EM 7/2 general correspondence and reports 1942-45 [K3]

EM 7/3

Physical Education, advisory committee on diploma on
theory and practice

EM 7/3/1	personnel of committee	1929-1953	} [K4]
EM 7/3/2-19	agenda, minutes, reports	1929-1938	
EM 7/3/20-33	agenda, minutes, reports	1938-1947	[K5]
EM 7/3/34-44	agenda, minutes, reports	1948-1952	[K6]

See also: EM 7/4, EM 7/6, EM 7/8/2

EM 7/4

Physical Education, inspection of colleges teaching diploma

EM 7/4/1	general	1947-1949	} [K105]
EM 7/4/2	panel of inspectors	1931-1942	
EM 7/4/3	inspectors reports	1931-1949	
EM 7/4/4	Anstey	1947	
EM 7/4/5	Bedford	1947	
EM 7/4/6	Chelsea	1949	} [K106]
EM 7/4/7	Dartford	1949	
EM 7/4/8	Liverpool	1949	
EM 7/4/9	Nonington	1949	

See also: EM 7/3, EM 7/6, EM 7/8/2

EM 7/5

Modern Foreign Languages, development sub-committee on
certificate of proficiency

EM 7/5

minutes

1950-1953

[K106]

Physical Education, development sub-committee

EM 7/6/1	minutes and Institute of Education conference	1949-50	} [K8]
EM 7/6/2	proposed new diploma	1952-53	

See also: EM 7/3, EM 7/4, EM 7/8/2

EM 7/7

Psychological Medicine, future of diploma

EM 7/7 papers

1939-1950 [K8]

See also: EM 7/1, EM 7/9, EM 7/10, EM 7/30, EM 7/31

Assessors reports

EM 7/8/1	Dramatic Art	1925-1950	} [K9]
EM 7/8/2	Physical Education	1933-1952	

For Physical Education see also: EM 7/3, EM 7/4, EM 7/6

For Dramatic Art and Diction and Drama see also: EM 7/11,
EM 7/12, EM 7/24, EM 7/25, EM 7/26

EM 7/9

Courses for officers of local health authorities taking
up new duties in relation to the Mental Health Services,
Joint Committee of University Extension and Tutorial
Classes Council and National Association for Mental
Health

EM 7/9/1-4 agenda and reports 1948-1950 [K9]

See also: EM 7/1, EM 7/7, EM 7/10, EM 7/30, EM 7/31

EM 7/10

Courses for local authority officers transferred to
mental health social work, Joint Committee of Council
for Extra-Mural Studies and National Association for
Mental Health

EM 7/10/1-2 minutes and agenda 1952-53 [K9]

See also: EM 7/1, EM 7/7, EM 7/9, EM 7/30, EM 7/31

EM 7/11

Dramatic Art and Diction and Drama, advisory committee on
diploma and certificate

EM 7/11/1-26	agenda, minutes, reports	1922-1931	[K10]
EM 7/11/27-40	agenda, minutes, reports	1932-1946	[K11]
EM 7/11/41-50	agenda, minutes, reports	1946-1953	[K17]
EM 7/11/51-64	agenda, minutes, reports	1954-1961	[-]
EM 7/11/65-78	agenda, minutes, reports	1961-1967	[-]

See also: EM 7/8/1, EM 7/12, EM 7/24, EM 7/25, EM 7/26

EM 7/12

Dramatic Art, inspection of institutions teaching diploma

EM 7/12

Royal Academy of Dramatic Art, 1947-1953
Central School of Speech and
Drama

[K103]

See also: EM 7/8/1, EM 7/11, EM 7/24, EM 7/25, EM 7/26

Nursing and Sister Tutors, advisory committee on diplomasNursing

EM 7/13/1-21	agenda, minutes, reports	1924-1937	[K12]
EM 7/13/22-25	agenda, minutes, reports	1938-1939	} [K13]
	<u>Sister Tutors</u>		
EM 7/13/26-32	proposed diploma	1944-1945	

Nursing and Sister Tutors

EM 7/13/33-53	agenda, minutes, reports	1945-1949	[K16]
EM 7/13/54-66	agenda, minutes, reports	1949-1954	[K19]
EM 7/13/67-76	agenda, minutes, reports	1954-1959	[-]
EM 7/13/77-93	agenda, minutes, reports	1959-1962	[-]
EM 7/13/94-109	agenda, minutes, reports	1962-1965	[-]
EM 7/13/110-120	agenda, minutes, reports	1966-1970	[-]

See also: EM 7/14, EM 7/15, EM 7/16, EM 7/17, EM 7/18,
EM 7/21, EM 7/22, EM 7/23

EM 7/14

Sister Tutors, papers in connection with institution of diploma

EM 7/14

papers

1944-1945 [K101]

See also: EM 7/13, EM 7/15, EM 7/16, EM 7/17, EM 7/18,
EM 7/21, EM 7/22

EM 7/15

Nurse Tutors, Ministry of Health Committee on function
and training

EM 7/15

papers

1952-1953 [K101]

See also: EM 7/13, EM 7/14, EM 7/16, EM 7/17, EM 7/18,
EM 7/21, EM 7/22, EM 7/23

EM 7/16

Sister Tutors, inspections of institutions teaching diploma

EM 7/16/1	Battersea	1946-1953	} [K102]
EM 7/16/2	University College, Hull	1946-1954	

See also: EM 7/13, EM 7/14, EM 7/15, EM 7/17, EM 7/18,
EM 7/21, EM 7/22, EM 7/23

EM 7/17

Sister Tutors, review sub-committee of diploma

EM 7/17/1	agenda	1960-1961	} [K107]
EM 7/17/2	minutes	1960-1961	
EM 7/17/3	documents considered	1960-1961	
EM 7/17/4	correspondence	1960-1962	

See also: EM 7/13, EM 7/14, EM 7/15, EM 7/16, EM 7/18,
EM 7/21, EM 7/22, EM 7/23

EM 7/18

Nursing, sub-committee to review regulations of diploma

EM 7/18/1	agenda	1959-1963	} [K109]
EM 7/18/2	minutes	1960-1963	
EM 7/18/3	documents considered	---	
EM 7/18/4	correspondence	1958-1963	

See also: EM 7/13, EM 7/14, EM 7/15, EM 7/16, EM 7/17,
EM 7/21, EM 7/22, EM 7/23

EM 7/19

Physiotherapy, proposed diploma for teachers of

EM 7/19/1-2 papers

1956-1957 [K14]

EM 7/20

Religious Knowledge, amendment of syllabus of certificate

EM 7/20

correspondence

1956-1957 [K14]

EM 7/21

Nursing, diploma: the case of L.J.Clements

EM 7/21

papers

1952-1958 [K14]

See also: EM 7/13, EM 7/14, EM 7/15, EM7/16, EM 7/17,
EM 7/18, EM 7/22, EM 7/23

Sister Tutors, entrance requirements for students of diploma

EM 7/22/1	enquiry into selection of students	1956-1957	} [K14]
EM 7/22/2	amendment of regulations governing pre-requisite nursing experience	1956-1957	

See also: EM 7/13, EM 7/14, EM 7/15, EM 7/16, EM 7/17,
EM 7/18, EM 7/21, EM 7/23,

EM 7/23

Nursing, revision of diploma regulations

EM 7/23

papers

1945-1949 [K104]

See also: EM 7/13, EM 14, EM 7/15, EM 7/16, EM 7/17,
EM 7/18, EM 7/21, EM 7/22

EM 7/24

Diction and Drama, proposed part-time certificate course
at City Literary Institute

EM 7/24

papers

1950-1951 [K104]

See also: EM 7/8/1, EM 7/11, EM 7/12, EM 7/25, EM 7/26

EM 7/25

Dramatic Art, revision of diploma regulations

EM 7/25

papers

1945-1949 [K104]

See also: EM 7/8/1, EM 7/11, EM 7/12, EM 7/24, EM 7/26

EM 7/26

Dramatic Art, future of diploma

EM 7/26

report on careers of diploma holders
historical survey
correspondence
meeting with Hugh Beaumont

} [-]

See also: EM 7/8/1, EM 7/11, EM 7/12, EM 7/24, EM 7/25

EM 7/27

Reports and Statistics

EM 7/27/1	annual report on vocational courses*	1936-1967	} [-]
	<u>statistics:</u> registered students	1938-1968	
	examination candidates	1953-1964	
	diplomas and certificates awarded	1943-1953	
EM 7/27/2	<u>departmental contributions:</u>		} [-]
	Principal's report	1942-1973	
	UCAE report	1947-1977	
	UGC returns	1941-1972	

* See also Annual Reports (EM 1/3)

EM 7/28

Natural History, summer practical courses for certificate

EM 7/28/1-13 papers

1951-1966 [-]

See also: EM 7/29, EM 7/33, EM 7/36, EM 7/37,

EM 7/29

Natural History, sub-committee for certificate

EM 7/29/1-14 agenda, minutes, reports 1945-1953 [-]

EM 7/29/15-29 agenda, minutes, reports 1954-1965 [-]

See also: 7/28, EM 7/33, EM 7/36, EM 7/37

EM 7/30

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EM 7/39/45-51 agenda, minutes, reports 1963-1966 [-]

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Vocational Courses, Examination Papers for Diploma in
Dramatic Art and Certificate in Diction and Drama

- EM 8/1/
1. 1926-1935
 2. 1936-1955
 3. 1956-1975

3 vols.

1 vol (1) and 2 bundles (2-3)

EM 8/2

Vocational Courses, Examination Papers for Certificate
in Field Biology

Prior to 1969 the course was intitled Natural History:
~~see EM 8/1/4.~~

19⁴¹~~69~~-1973

1 vol. 1 bundle

Vocational Courses, Examination Papers for Certificate in
Modern Foreign Languages

- EM 8 / 3 /
1. 1913-1935
 2. 1936-1943
 3. 1944-1950
 4. 1951-1959
 5. 1960-1965
 6. 1966-1970
 7. 1971-1977

7 vols.

1 vol (1) and 6 bundles (2-7)

EM 8/4

Vocational Courses, Examination Papers for Certificate
in Natural History

After 1968 the course was retitled the Certificate
in Field Biology: see EM 8/1/2.

1941-1968

1 vol.

Now part of EM 8/2

EM 8/5

Vocational Courses, Examination Papers for Diploma in
Nursing

Em 8/5/

1. 1927-1935
2. 1936-1947
3. 1948-1963
4. 1964-1975

4 vols.

EM 8/6

Vocational Courses, Examination Papers for Diploma in
Physical Education

1932-1953

1 vol.

EM 8/7

Vocational Courses, Examination Papers for Diploma in
Psychological Medicine

EM 8/7/ 1. 1921-1935
2. 1936-1940 SI
~~1941-1951~~

3 vols.

1 vol. (1) and 1 bundle (2)

EM 8/8

Vocational Courses, Examination Papers for Diploma in
Public Administration

1938-1960

1 vol.

EM 8/9

Vocational Courses, Examination Papers for Certificate
in Religious Knowledge

EM 8/9/ 1. 1909-1935
2. 1936-1956
3. 1957-1975

3 vols.

1 vol.(1) and 2 bundles (2-3)

EM 8/10

Vocational Courses, Examination Papers for Sister Tutor's
Diploma

1946-1975

1 vol. bundle

Vocational Courses, Examination Papers for Diploma in
Theology

EM 8/11/1. 1939-~~1949~~ 1955
1950-1961
~~1962-1973~~
2. 1956 - 1975

3 vols.

COUNCIL FOR EXTRA-MURAL STUDIES

EM 9 SPECIAL COURSES SECTION

- EM 9/1 Correspondence and other papers relating to the endowment of the Frankland-West Weekend School, established to promote the literary and historical study of the Bible. 1963- 5
1 envelope
- EM 9/2 Centre for Courses in International Affairs Committee (1943-6, 'United Nations University Centre Special Advisory Committee; 1946, 'International University Centre Committee'):- minutes and appendices. 1943-9
1 volume
- EM 9/3 Programmes and syllabuses of 'United Nations' courses and of other courses given under the auspices of the United Nations University Centre (from 1947, the 'Centre for Courses in International Affairs'). 1943-7
1 volume
- EM 9/4 Prospectuses for summer schools held at various British universities. 1948-58
1 envelope
- EM 9/5 Summer Schools for American, Commonwealth and European Students Special Advisory Committee:- minutes and appendices. 1963-81
1 volume
- EM 9/6 Programmes and syllabuses of summer vacation courses. 1948-59
1 bundle

COUNCIL FOR EXTRA-MURAL STUDIES

EM 9 SPECIAL COURSES SECTION

- EM 9/7 Prospectuses for summer vacation courses.
1950-2
1 envelope
- EM 9/8 Programmes of visits for students attending
summer schools. 1967-71
1 envelope
- EM 9/9/1-3 Programmes and syllabuses of special
courses. 1946-83
1. 1946-59
2. 1960-70
3. 1970-83
1 volume (1)
1 bundle (2)
and
1 envelope
- EM 9/10 Programmes of courses on Latin American
subjects. 1964-6
1 envelope
- EM 9/11 Preliminary notices of courses on economic
subjects, 1955-61, with reports, 1954 and
1956, and programmes, 1960-1.
1 envelope
- EM 9/12 Admission tickets for lectures. 1977-81
1 envelope
- EM 9/13 Printed texts of two lectures delivered in
the series 'Britain's Place in Europe',
1945, and of four lectures in the series 'The
Dollar Shortage', 1949.
1 envelope

Extra-Mural Library

The Extra-Mural Library began in 1910 when, at the request of the Board to Promote the Extension of University Teaching, the University Library agreed to accommodate a small collection of books for issue to Tutorial Class students. Collectively known as the Travelling Libraries, it was re-named the Extra-Mural Library in 1955. It continued to be administered by the University Library until 1975 when it became a separate unit of the Central Library Services under the aegis of the Library Resources Co-ordinating Committee. In August 1981 the Extra-Mural Library became part of the Department of Extra-Mural Studies. For the period up to 1981 consult the University Library record group (UL).

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1982
1983

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