



Reference Number: **1993.0046**  
 Collection/Series Title: **UNIVERSITY OF MELBOURNE  
 MEDICAL SCHOOL  
 CORRESPONDENCE**

<b>Creator</b>	University Of Melbourne. Office Of The Registrar
<b>Creator's Activity/Occupation</b>	University Council - University administration
<b>Creator's Historical Note</b>	
<p>Major Colin Campbell acted as Honorary Secretary to the University Council from May 1853 until October that year when Edward Graves Mayne was appointed the University's first Registrar. The Registrar's responsibilities included oversight of for accounts, correspondence, student admissions and enrolments, staff appointments staff records and administration of the faculties through assistant registrars (later faculty general managers). The position came under the direction of the council and its committees. In 1999 the registrar's functions were divided between the newly-formed University Secretary and the Vice-Principal (Administration). Nineteenth Century Registrars were Edward Graves Mayne (1853-1855), John Frederick James (1856-1864), John Madden (1864) and Edward Fitzhayley a'Beckett (1864-1902).</p>	
<b>Date Range of Collection/Series</b>	1856-1909
<b>Size/Extent</b>	24 cm., 2 Archives boxes
<b>Access Conditions</b>	Access: Restricted

#### Scope and Content of Collection/Series

**SCHOOL CORRESPONDENCE**

UM419. Correspondence relating to the Medical School, 5 July 1856 - 4 October 1909. This material was withdrawn from the main Registrar's Correspondence series(UM312) at some time unknown, but thought by Archives to have been by A.W. Greig, who was writing a history of the University in the 1930's before this work was officially undertaken by Professor Scott.

This series contains a combination of correspondence related to the establishment of the Medical School, staff and student matters and issues considered by the Medical School Committee such as changes in courses. Dr Anthony Colling Brownless is credited as being the founder of Melbourne University's Medical School. He devised and proposed a five year medical course which was to be an amalgamation of theory and practice. The theory was to be taught in the form of lectures at University and the practicums were to be held at clinical hospitals. Concil approval was gained in 1862 and the school was opened in that same year.

Correspondence can be found on: appointment of staff members; formation of a Museum for Anatomical, Pathological, Physiological and Botanical Preparations; construction of accommodation for the Medical School and its individual staff members; student applications for matriculation. Although this material was originally part of the UM312 Correspondence Series a decision was made not to place it back. The Medical School correspondence still in UM312 is mostly financial and concerned with building structures, salaries, accommodation and equipment.

The arrangement of this artificial series of correspondence is chronological. It was originally in four folders, but the first has now been divided into three for ease of handling. The first folder's correspondence has been stamped with a registered number in numerical order which appears to have been imposed late, after its creation. The second folder's correspondence contains some handwritten numbers and subject identification across the top of pages. The majority of correspondence in the third and final folders were allocated annual single numbers on their proforma docket covers.

The list of correspondence details the topic and dates of each document in the four original folders.

<b>Collection Category</b>	University, official
<b>This document dated</b>	25/08/2014

To request access to records on the list below via the University of Melbourne Archives Reading Room, quote the Unit/Box reference in full.

Unit/Box	Item Number	Title	Date Range
<b>End of List</b>			

UM419

1980/110 Medical School CorrespondenceFolder 1

No.	Description	Date	Pages
257	Scheme for the institution of a Faculty of Medicine	Sent to Council on January 1857	1
258	White, <sup>F</sup> T.M. submit design for Medical College	28 September 1857	4
259	From Registrar to the Chief Secretary. Deputation from Council to Chief Secretary.	2 October 1857	2
260 (447a) Docket	Under Secretary, Making appointment to receive Deputation re Medical School	14 October 1857	6
261 (466) Docket	G Howitt, A. Brownliss. Referring to an interview with Chief Secretary regarding a grant for the erection of Medical School.	26 October 1857	8
262 (500) Docket	Under Secretary, Relative to the establishment of a Medical School.	25 January 1858	6
263	James Paget, Medical Education and Medical Examinations in the Colony of Victoria.	9 April 1858	12
265 (430) Docket	Vice Chancellor, Thanking Mr Paget for his letter on Medical School.	13 July 1858	8
266	Reasons for the Establishment of a School of Medicine in the University of Melbourne.	n.d.	4
267 (782a)	Vice Chancellor, Formation of a Museum of Anatomical, Pathological, Physiological and Botanical Preparations.	27 May 1859	2

No.	Description	Date	Pages
268 (783a)	Melbourne Hospital, Formation of a Museum of Anatomical, Pathological, Physiological and Botanical Preparations.	27 May 1859	2
269 (784a)	Chairman, Melbourne Hospital, collection of Anatomical Pathological and Physiological Preparations.	29 May 1859	2
270	I.S. Ralph Application for the officer of collection of Pathological specimens.	8 June 1859	2
271 (801a)	James T Rudall, Appointment of officer to prepare Physiological and Pathological specimens.	10 June 1859	4
272 (791a)	N.S. Gibbons, application for the office of collector of Pathological Specimens.	12 June 1859	4
273 (788a)	H.C. Curtis, Application for office of collector of Pathological specimens.	13 June 1859	2
274 (796a)	Dr Rudall, Re Pathological Specimens	24 June 1859	4
275 (798)	Secretary, Benevolent Asylum, Promise of assistance in forming an Anatomical Museum.	June 1859	4
276 (797a)	Professor McCoy. Re Preparations for Medical School.	27 June 1859	2
277 (808)	Dr Rudall. Re Pathological Specimens	6 July 1859	4
278	Sir James F Palmer application for office of collection of Pathological Specimens.	9 July 1859	
279 (Docket)	G.S. Ralph, Reminding Building Committee of his application for the use of a private room at the Hospital.	31 October 1859	8
280 (877a)	Dr Tracey, on the necessity for a Medical School.	2 December 1859	2
281 (924)	Thomas Ralph, Reports progress of the pathological collection.	25 February 1860	4

No.	Description	Date	Pages
282 (984)	Sir James Palmer, Meeting of Pathological Committee to be summoned.	9 May 1860	4
283 (997)	Thomas Ralph. Reports to the Council results of his labors.	28 May 1860	4
284 (1009)	Thomas Ralph Report	23 June 1860	4
285 (1020)	Thomas Ralph. Report on equipment from England	6 July 1860	4
286 (1020)	Thomas Ralph Report.	30 July 1860	4
287 (1042)	Thomas Ralph. Progress Report	27 August 1860	4
288 (1060)	Thomas Ralph. Progress Report	1 October 1860	4
289 (1078)	Thomas Ralph. Progress Report	29 October 1860	4
290 (1087)	Thomas Ralph. Report	26 November 1860	4
291 (1096)	J.F. Usher. Inquiry respecting a School of Medicine	5 December 1860	2
292 (1136)	Thomas Ralph. Re Pathological collection. Completion of collection delayed for wanting bladders.	25 February 1861	4
293 (1172)	Syllabus of Dr Eades Lectures on Materia Medica and Therapeutics.	23 March 1861	6
294	Report of the Medical School Committee	24 June 1861	4
295 (1251)	President of the Professorial Board. Regulations for Degrees in Medicine.	29 July 1861	2
296 (1266)	President of the Professorial Board Corrections in draft Regulations for degrees in Medicine.	24 August 1861	2
297	University of Melbourne. Regulations for Degrees in Medicine and Surgery.	July 1861	4

No.	Description	Date	Pages
298 (1284)	Thomas Ralph. Re Pathological Collection.	30 September 1861	2
299 (1285)	Chief Secretary, Government decline to grant money for the University.	30 September 1861	4
300 (1287)	Dr Tracy, accept offer of appointment by Council.	3 October 1861	2
301 (1290a)	Dr Rudall, accept office of Hon. Examiner	4 October 1861	2
302 (1288a)	Dr Turnbull accept office of Examiner.	4 October 1861	4
303	E Barker accept office of Examiner.	4 October 1861	2
305 (1293a)	Dr Sillbee. Honorary Examiner in Surgery.	7 October 1861	2
306 (1292a)	Dr Eades. Honorary Examiner in Materia Medica.	7 October 1861	2
307 (1294a)	Dr Motherwell Honorary Examiner in Medicine.	7 October 1861	2
308 (1295a)	Dr Thomas Honorary Examiner in Anatomy	8 October 1861	4
309 (1289)	J. Neld. Acknowledging Receipt from the VC of a copy of the special Regulations.	10 October 1861	2
310 (1297a)	Professor Iriving Examiner for Degrees in Medicine	25 October 1861	2
311 (1317a)	Dr Mueller. Declines to act as Examiner under Special Regulations for Degrees in Medicine.	7 November 1861	2
312 (1333a)	Dr Mueller Consents to act as an Examiner for Medical degrees.	25 November 1861	2
313	University of Melbourne. Special Regulations for Conferring Degrees in Medicine.	November 1861	4
314 (1351)	President of the Professorial Board. Alterations to Building Plan.	10 December 1861	4

No.	Description	Date	Pages
315 (1361)	Professor McCoy. Report to the Medical School Committee on the necessity of another course of Chemistry for the Medical School.	1861	2
316 (1366)	Dr Macadam. Expressing his willingness to accept the office of Lecturer in Chemistry if appointed.	13 January 1862	4
317 (1371)	Dr Macadam. Accepts appointment of Lecturer on Chemistry and Practical Chemistry.	21 January 1862	4
318 (1413)	Vice-Chancellor regarding opening of Medical School.	26 February 1862	4
319	(Concerning lectures in Medical School)	26 February 1862	4
320 (1441)	Dr Mueller concerning medical examinations	12 March 1862	4
321 (1451a)	Dr Black, Martin & Others. Regarding petition to the council regarding examination for M.B. and M.D.	21 March 1862	4
322 (1451)	Chief Secretary regarding grant of money for Medical School Buildings	21 March 1862	4
323 (1465)	Dr Robertson regarding returns of medical examination.	29 March 1862	4
324 (1464)	Dr Motherwell. Declines to sign new returns of Medical Examinations.	29 March 1862	4
325 (1468)	G.A. Fithuston. Applies for re-examination	31 March 1862	4
326 (1516)	Vice Chancellor. Copy of letter to the Treasurer.	12 June 1862	4
327 (1239)	Treasurer. No funds for Medical School Buildings	2 July 1862	4
328 (1584)	Dr Eade. Concerning position of lecturer on Materia Medica.	1 October 1862	4
329 (1597)	Dr Eade. Regarding Medical 'parture'.	27 October 1862	4



No.	Description	Date	Pages
330 (1610)	Vice Chancellor. Directions to take house for the Prof. of Anatomy.	17 November 1862	2
331 (1643)	Dr Hawkins. Letter to Sir James Palmer on Melbourne Hospital and on the subject of a Medical School.	30 January 1863	2
332 (1644)	President Regarding Interpretation of Rules for Medical Examinations.	31 January 1863	2
333 (1646)	Edward Baker. Candidate for Examination for M.D.	2 February 1863	4
334 (1653)	Treasurer. Regarding Medical School Buildings	10 February 1863	4
335 (1663)	E Symonds. Receipts and Payments by the Agents General for Crown colonies on account of the Melbourne University 1 January - 30 September	21 February 1863	8
336 (1671)	J.E. Nield. Withdrawn his name from list of candidates for examination for M.B. and M.D.	28 February 1863	2
337 (1670)	G.H. Featherston withdraws from the examination for MB and MD	28 February 1863	2
338 (1675)	G Scithers. Offer of extended lease of house for Professor Halford (Anatomy)	11 March 1863	2
339 (1679a)	President of the Professorial Board. Report on aspects of the examinations for degrees in medicine involving Professor McCoy and Dr Macadam.	18 March 1863	4
340 (1695)	F.C. Hall of Bunbury W A seeking information about degrees in medicine.	20 April 1863	2
341 (1696a)	Professor Halford offering donation of anatomical preparations etc	21 April 1863	1

No.	Description	Date	Pages
342 (1697)	Professor Halford acknowledging donation by Dr McCarthy to anatomical museum.	22 April 1863	1
343 (1707)	Inspector General of Public Works. Finance not available to assist with building of Medical School.	7 May 1863	4
344 (1712)	Treasurer. Building of medical School to proceed as soon as arrangements with the Commissioner of Pubic Works permit.	23 May 1863	2
345 (1736a)	Dr Barker. Application for Lectureship in Surgery.	23 July 1863	2
346 (1736b)	J.T. Rudall. Application for Lectureship in surgery with speciality in eyes and ears.	24 July 1863	2
347 (1740)	Inspector general of Public Works acknowledging letter re Medical School Building.	28 July 1863	4
348 (1745)	Inspector General of Public Works. Approval of expenditure of £6,000 for Medical School Building. Reply requests approval of reader and that it be gazetted.	12 August 1863	4
349 (1770a)	Professor Halford. Advice from Dr Mueller re grounds surrounding Medical School.	23 January 1864	2
350 (1771)	Professor Halford. Purchase of equipment in England.	27 January 1864	2
351 (1804)	Five items between Vice-Chancellor, Professor Halford Rev. Bleasdale re purchase of microscope.	10 March 1864	12
352 (1805a)	Dr Tracey. Application for Lectureship in Obstetrics Medicine and diseases of Woman and Children.	12 April 1864	2
353 (1815a)	Dr Robertson. Application for Lectureship in Theory and Practice of Medicine.	23 April 1864	4

No.	Description	Date	Pages
354 (1816a)	W.M. Turnbull. Application for Lectureship in Obstetric Medicine and Diseases of Women and Children.	23 April 1864	4
355 (1828)	Commissioner of Trade and customs. Authority to erect a still in the Medical School Building.	20 May 1864	2
356 (1837)	Inspector General of Public Works. Regulations re payment for work done on Medical School.	2 June 1864	4
357 (1850b)	Dr Eades recommending commencement of a collection of Materia Medica.	25 June 1864	2
358 (1831)	Professor Irving. Alterations to his garden because of space taken by the new Medical School.	27 June 1864	4
359 (1874)	H.G. MaCauley. Request for increase in salary as porter.	24 September 1864	2
360 (1911)	Certificate as pharmacist for Patrick Moloney	18 February 1865	4
361 (2016)	W.C. Rees and others. Medical students requesting short vacations in June and September.	28 February 1865	4
362 (1924)	G. Scithers re lease of Professor Halford's house.	4 March 1865	2
363 (2024)	Dr Nield. Application for Lectureship in Forensic Medicine.	21 March 1865	2
364 (1943)	W. Thomson. Application for Lectureship in forensic Medicine.	25 March 1865	8
365 (2039)	Professor Halford. Request for house to be built for him.	8 April 1865	2
366 (2059)	Professor Halford. Requesting appointment of a demonstration in Anatomy and nominating W.C. Rees or P. Moloney.	5 May 1865	6
367 (2069)	Professor Halford. Suggesting Demonstrator be titled 'Protector'. Querying fees paid by students for Anatomical Demonstrations.	26 May 1865	2

No.	Description	Date	Pages
368 (2086)	W.C. Rees and others. Students requesting better organisation of times for attendance of physicians and surgeons in wards so that they are free to accompany them.	4 July 1865	4
369 (2088)	W.C. Rees, P. Maloney re employment in the Dissecting Room.	7 July 1865	4
370 (2098)	Professor Halford denying that the recommendation of W.C. Rees as Prosector of Anatomy was on the solicitation of his father.	24 July 1865	4
371 (2131 2135)	Sydney Gibbons. 2 letters. Application for Lectureship in Chemistry in Medical School following death of Dr M	19 September 1865 28 September 1865	8
372 (2134)	Sydney Gibbons. Indicating willing to give lectures on Practical Philosophy.	25 September 1865	4
373 (2136)	William Johnson. Application for Lectureship in Practical chemistry. Printed testimonials enclosed.	28 September 1865	14
374 (2138)	W.C. Rees and others. Students supporting application of J.D. Kirkland to Chair of Chemistry.	2 October 1865	4
375 (2139)	O. Lawrence and others. Students supporting application of J.D. Kirkland to Chair of Chemistry.	2 October 1865	2
376 (2150)	John Kirkland accepting position of Lecturer in Chemistry for remainder of year.	6 October 1865	2
377 (2156)	John Kirkland. Letter accompanying inventory at chemical apparatus belonging to the estate of Dr Macadam.	16 October 1865	2
378	Professor Hearn to Vice Chancellor re discussions with Attorney-General on appointment to Chemistry position. Also re Professorial Board discussions re course revision.	20 October 1865	4

No.	Description	Date	Pages
379	[Vice Chancellor to Professor Hearn] re discussions with Attorney-General re appointment to Chemistry position.	23 October 1865	2
380 (2179)	G. Nolan re chemicals, bottles and apparatus in estate of Dr Macadam	31 October 1865	2
381	Expenses of Medical School 1859-1865	November 1865	10
382 (2248)	George Ford. Application for lectureship in chemistry and Practical Chemistry.	23 January 1866	4
383 (2251)	John Kirkland. Application for Lectureship in Chemistry and Practical Chemistry	26 January 1856	4
384 (2261)	G. Nolan re valuation of estate of Dr Macadam	2 February 1866	4
385 (2291)	G. Nolan accepting offer for purchase of Dr Macadam's materials	19 February 1866	4
387 (2493)	Professor Halford re repairs to his house.	28 October 1866	2
388 (2545)	Professor Halford re erection of house in University grounds	29 December 1866	2
389 (2369)	Commissioner of Trade refusing application for exemption on duty on spirits for the anatomical Museum.	26 January 1867	4
390	M.C. Rees requesting to be allowed to take MD. and M.S. in one year.	24 April 1867	2
391 (2758)	Chief Secretary refusing request for funds for house for Professor Halford	5 July 1867	4
392 (2781)	Professor Halford. application to engage in private practice out of hours.	29 July 1862	2
393 (2798)	Professor Halford. Application to engage in private practice out of hours.	21 August 1867	2

No.	Description	Date	Pages
394 (2803)	Professor Halford re application to engage in private practice.	31 August 1867	4
395 (2802)	Dr. Eades. Report on lectures conducted in his home.	31 August 1867	6
396 (2538)	Commissioner of Trade and Customs refusing request for remission of duty on methylated spirits for the medical museum.	2 October 1867	4
397 (2843)	Professor Halford acknowledging receipt of permission to engage in private practice.	7 October 1867	4
398 (2917)	Professor Halford. Request to see patients other than through the medium of medical practitioners.	30 December 1867	4
399 (2929)	William Thomson. Application for Lectureship in Materia Medica.	11 January 1868	2
400 (2937)	Dr Sturt. Application for Lectureship in Materia Medica.	22 January 1868	2
401 (2960)	Registrar notifying appointment of Dr Thomas Sturt as Lecturer on Materia Medica, Therapeutic and medical Botany.	12 February 1868	2
402 (2629)	Professor Halford Repeats request to see patients directly.	5 March 1868	4
403 (3014)	O Lawrence (and others) Students request that those who pass 5th examination in October Term receive their Diploma of M.B. at the end of term	26 March 1868	4
404 (3236)	L. Paley. Declining position of Examiner on instruction of Chief Secretary Vice-Chancellor notes that Chief Secretary has later acceded to appointment.	11 November 1868	4
405 (3236)	Chief Secretary's Office. Approval of appointment of Dr Paley as examiner.	30 December 1868	4
406	Medical School Committee. Report on letter of Lecture on Materia Medica proposing changes in the course.	22 January 1869	10
407	W.C. Rees re conduct of M.D. examinations	12 March 1869	4

No.	Description	Date	Pages
408 (97c)	Chairman Professional Board re letter by W.C. Rees. Report by Professor Halford annexed.	12 May 1869	14
409 (137)	John Kirkland. 3 letters re alterations to the laboratory, purchase of equipment books and periodicals.	7 June 1869	10
410 (150)	Professor Halford. Intends to move to a house in Collins Street.	28 June 1869	2
411 (173)	Professor Halford re construction of a house in the University grounds.	23 July 1869	2
412 (238)	G. Purnell. Request to attend lectures etc. without being able to matriculate as holds American matriculation.	22 October 1869	4
413	Vice Chancellor re establishment of a school of medicine at Ballarat	22 March 1870	2
414	William Smith. Application for Demonstrator of Anatomy. Printed retrimonials enclosed.	22 April 1870	4
415	W.R. Hill and other Chemists re costs of a list of drugs and chemicals.	20 May 1870	22
416	Medical School Committee report on purchase of apparatus.	4 July 1870	8
417 (458)	Walter Thomas [and others]. Request for reorganisation of times for lectures and attendance of Honorary Surgeons to allow students to attend to both more conveniently.	8 September 1870	2
418	J.W. Phillips [and others]. Students give details of problems of attendance. [Enclosure in Folder 2].	5 October 1870	2

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# 1980/110 Registrar's Office

*Medical School Correspondence*

## Folder 2

No.	Description	Date	Pages
	Schedule between the Chancellor and the Colonial Secretary re reserve for Colleges [List only].	5 July 1856	2
	"Protest against Mr Palmer's motion for boarding students in the University building".	December 1856	2
230	"Scheme for the Institution of a Faculty of Medicine". [Printed]	January 1857	2
	[Cover for] design for a medical school. Francis M White	28 September 1857	4
Letter Bk No1 189	Chancellor to Chief Secretary. Requesting reply to letter of 13 January re proposed Medical School.	18 February 1858	2
548 437	H Childers reports on interviews with Mr Paget re selection of Medical Professor. Secretary of the Colonies re processes to be followed and Vice-Chancellor of Cambridge University re donation of books and authority to grant addendum degrees. <i>addendum in A.J.E. Under</i>	28 May 1858	4
	James Paget to Hugh Childers. Outlining proposed course in medicine [Printed]	9 April 1858	4
608a	J F Usher, Ballarat. Request for information about proposed medical school.	5 October 1858	2
	Vice-Chancellor. Requesting meeting with Honorary Medical Officers of the Benevolent Asylum re formation of an Anatomical and Pathological Museum.	18 June 1859	4



No.	Description	Date	Pages
	Chancellor. Requests copy of a letter be sent to Chief Secretary. Requests Mr Reed to discuss with Professor McCoy extensions to the Museum and ask him to meet the Building Committee re site and place of the Medical School. [In cover dated 21 August].	4 August 1859	2
853a	J F Usher. Requesting information about the Medical School.	26 October 1859	2
	Chancellor. Requesting copies of his letter asking for Royal Charter and reply to Her Majesty.	15 December 1859	2
921	Edward Wooldridge, Inglewood. Request for information about obtaining a degree.	20 February 1860	2
1083	Sir James Palmer. Enquiring whether the Pathology Committee should be summoned in connection with Mr Ralph's position.	3 November 1860	2
1231	Vice-Chancellor to Registrar. Requests an appointment be made for Mr Ralph.	19 June 1861	2
	James Gallbraith, Ararat. Request for information about examinations for M.D.	21 October 1861	2
1297	W P Whitcombe, Ballarat. Request for information about M.D. degree.	24 October 1861	2
1367	Edward Wooldridge, Burnt Creek. Request for information about examinations for experienced practitioners.	13 January 1862	2
1403	Vice-Chancellor to President, Professorial Board. Proposing a second examination for M.D.'s.	20 February 1862	2
1405	John Rutter, Sydney. Request for information about medical degrees for experienced practitioners.	24 February 1862	2
1428	Richard Eades. Returning marked answers in Materia Medica	7 March 1862	2

No.	Description	Date	Pages
1433	Dr Motherwell. Returns papers corrected by Dr Robertson and himself.	10 March 1862	2
1436	James Rudall. Requests printed forms for reports of examinations.	11 March 1862	2
1444	H L Atkinson. Requests results of examination.	17 March 1862	2
1452	Registrar to Professorial Board. Resolution of Council that subjects in Special Examination in Medicine shall be examined in groups rather than singly.	21 March 1862	2
1420	J Edwards, Tasmania. Requests information re matriculation, medical degrees.	22 March 1862	4
1505	Frederick Page, Perth. Request for information about recognition of studies in Edinburgh and experience towards study for a degree.	23 May 1862	4
1512	Thomas White, Ararat. Requests detail about experience required to sit for degree.	4 June 1862	2
1514	Thomas White, Ararat. Request information about requirements for holder of a Surgical Diploma.	12 June 1862	2
1531	Richard Hunter. Proposing alteration to regulations for examination of experienced practitioners.	2 July 1862	2
1559a	Dr Bowman. Application for Lectureship in Materia Medica	28 August 1862	2
1574a	Richard Eades. Application for Lectureship in Materia Medica	18 September 1862	2
1608	George Scithers declining offer to rent house for Prof. Halford	7 November 1862	2
1657	G.S.D. Harris enters his name for examination under the Special Regulations.	11 February 1863	2

No.	Description	Date	Pages
	George Scithers. Wishes to sell or lease his property occupied by Prof. Halford for a term of years.	11 March 1863	2
1698	George Scithers. Agreement to renew lease for Prof. Halford	24 April 1863	2
1774a	James Galbraith, Ararat. Application for matriculation under special regulations.	6 February 1864	2
1775	George Birney, Lancefield. Application for matriculation under special regulations.	8 February 1864	2
	George Birney, Lancefield. Returning completed form and certificates of qualification.	11 February 1864	2
1775a	James Galbraith, Ararat. Enclosing Certificate of Registration.	11 February 1864	2
1777b	J M Blair. Wishes to qualify under Special Regulations.	16 February 1864	2
1819	John Ryley, Invercargill. Makes specific enquires re eligibility under Special Regulations and details of examinations.	28 April 1864	2
1967	J P K Kennedy to Messrs Reed & Barnes. Tender for alterations and additions to Medical School.	28 April 1865	4
1978	Prof. Halford. Proposals for provision of a wicket gate and a privy for the use of the Porter.	20 May 1865	2
2070	Prof. Halford. Request to lay accompanying letter before Council re appointment of Protector or Demonstrator of Anatomy.	29 May 1865	2
2118	Prof. Halford. Enclosing requisition for microscopic objects.	16 August 1865	2
2120	Prof. Halford. Accepting stipulations as binding on himself if appointed as Physician to the Melbourne Hospital.	17 August 1865	2
	Reid & Barnes, Architects. Mr Chard entitled to payment for work.	22 September 1865	2

No.	Description	Date	Pages
2132	William Chard. Account for work carried out on Medical School.	22 September 1865	2
2143	J D Kirkland. Inventory of property of late Dr Macadam would take two days.	4 October 1865	2
2196	T. Nolan. Mrs Macadam has no objection to inventory of stock and valuations being checked.	13 November 1865	2
2288	James McCrary. Application as Demonstrator in School of Medicine.	17 February 1866	2
2298	J D Kirkland. Willing to meet Mr Nolan re Macadam estate.	22 February 1866	4
	J M Butler. Request for application to be laid before Professorial Board.	5 April 1866	2
2351	John Cobb. Requests re eligibility for admission to medical degrees without matriculation.	6 April 1866	2
2419	Richard Eades. Requesting funds to obtain a collection of alkaloids for the Materia Medica class.	22 June 1866	2
2432	James Neild. Requests information on procedures for payment of salary.	10 July 1866	2
2434	James Neild. Suggesting methods for payment of salary.	12 July 1866	2
2503	James Neild. Requesting instructions regarding examinations for honours.	20 November 1866	2
2538	James Neild. Requests list of medical students.	24 December 1866	2
2576	Richard Eades. Acknowledgment of appointment as Lecturer on Materia Medica.	30 January 1867	4
2744	President Professorial Board to Chancellor forwarding letter from W.C. Rees.	24 June 1867	4

No.	Description	Date	Pages
2930	James Neild. Application for Lectureship on Materia Medica.	11 January 1868	2
2946	James Neild. Withdrawing application as Lecturer in Materia Medica.	25 January 1868	2
3035	J M Bryant. Refusing to accept termination of the lease of Prof. Halford's house.	10 April 1868	2
3037	Vice-Chancellor to Chancellor. Enclosing J M Bryant's letter regarding Prof. Halford's house and seeking advice.	11 April 1868	2
3048	Charles Pardoe. Presenting items for study by students.	22 April 1868	4
3053	J M Bryant. Agreement to prepare his house for a new tenant if certain work is done.	25 April 1868	2
3230	Thomas Ashworth. Requests permission to reschedule an examination as summoned as a witness in court. Request refused.	11 November 1868	2
3397	Chief Secretary to Vice Chancellor arranging interview regarding appointment of Inspector of Lunatic Asylums as Examiner. Annotated to indicate approval of appointment.	24 December 1868	4
112	Registrar to Chairman Professorial Board. Referring letter by Mr Rees to Board.	27 April 1869	2
	Collection of testimonials to Oliver Penfold. Printed.	December 1869	4
129	69/97 Registrar to Chairman Professorial Board. Approval by Council of Board report on W.C. Rees.	7 July 1869	2
	70/76 Medical Board of Victoria forwarding request for information by John Joyce, Port Victor, South Australia.	26 March 1820	4
406	Oliver Penfold. Application for position of Demonstrator.	23 April 1870	2

No.	Description	Date	Pages
413	Richard Jones. Application for position of Demonstrator.	25 April 1870	2
	Prof. Halford requesting University to purchase his drawings made for lectures and to arrange for more to be made.	21 June 1870	4
	Prof. Halford suggesting that £20 per year be spent on drawings.	25 June 1870	4
466	List of times for visiting Melbourne Hospital physicians and surgeons [Enclosure with letter from Medical Students. Folder/No.418]	5 October 1870	2
	Charles Badham, University of Sydney to Chancellor. Recommending Mr Stephen for the Chair in Classics.	3 February 1871	2
	Governor (Sir S.J. Bowen) to Chancellor arranging to meet and offering to donate a prize.	10 April 1873	2
	A separate folder headed: "Origins of the Medical School"		
	Report of the University Council. June 1858 to May 1860 [Printed].	31 May 1860	12
1615	Dr Macadam requesting whether records of students answers should be sent to the University.	24 November 1862	2
1655	John Macadam. Acknowledging appointment as lecturer in Chemistry and Practical Chemistry for 1863 and 1864.	11 February 1863	2
	Registrar to Professor McCoy. Asking why he did not take part in the special examination.	12 March 1863	2
	Registrar to Dr Macadam asking why he did not co-operate with Professor McCoy in setting the special examination.	12 March 1863	2

No.	Description	Date	Pages
	Frederick McCoy states his understanding that he had not been appointed as an examiner of the Special Examination in 1863 but that Dr Macadam was undertaking the task.	12 March 1863	2
	Rules for the Conduct of Examinations for the degrees of M.B. and M.D. under the Special Regulations [Printed].	No Date	2
2121	Dr Macadam. Requesting leave of absence for reasons which "affect materially the interests of justice in ... New Zealand.	23 August 1865	4

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## Folder 3

No.	Description	Date	Pages
	Medical School Committee. Demonstrator of Anatomy should be appointed <i>that year.</i>	29 June 1869	2
	Medical School Committee. Salary and conditions for Demonstrator of Anatomy.	20 April 1870	2
	Medical School Committee. Supporting proposal to allow medical examinations to be passed piece meal.	5 August 1872	32
	Medical School Committee to Finance Committee. £130 will be required for diagrams and chemicals to illustrate lectures. [Docket cover missing].	27 January 1873	4
290	Professorial Board to Chancellor. Recommending establishment of Faculty of Medicine.	3 April 1873	2
287	Edward Barker. Response to charges made by J.G. Black re an examination in Operative Surgery.	28 April 1873	8
289	Professorial Board to Chancellor. Suggesting change in Honour Examinations to February term.	21 April 1873	4
<del>278</del> 277	Harry Allen. Request that Dispensary of Geelong Hospital be recognised as a fit place to study practical pharmacy.	24 April 1873	4
377	Chancellor. Council have approved Natural Philosophy as an alternative subject to Greek and Latin in first year.	10 June 1873	2
400	President, Professorial Board. Regulations to allow Honour examinations to be held in February term.	30 June 1873	4



No.	Description	Date	Pages
466	Crown Solicitor's Office. Instructions not received re deed of grant of land for the Medical School. Referred to the Assistant Commissioner of Lands and Survey.	31 July 1873	2
478	Warden of the Senate. Referring back to Council legislation re Medical degrees. Not empowered to <del>grant</del> degrees in Surgery.	6 August 1873	4
626	Vice-Chancellor. Asking that Professor Halford be invited to sub-committee re hospital practice.	29 June 1875	2
	Edward Barker. Petition re appointment of Mr Girdlestone to replace him as Lecturer on Surgery. [Printed and manuscript copies]. [Docket cover missing].	October 1873	16
713	Arthur Marrah, Department of Crown Lands and Survey. Crown grant for the medical school site is ready.	26 November, 1873	2
620	Vice-Chancellor to President, Professorial Board. Suggesting appointment of a Lecturer in Practical Pharmacy.	2 September 1874	2
670	Ezekial Lock. Requests to be allowed to matriculate without examination.	2 October 1874	2
603	Judge Stephens. Minute of draft classes to allow Degree in Surgery and for arrangements to change days for granting degrees.	26 May 1875	2
529	Chancellor. Draft Act to allow Master in Surgery.	27 May 1875	2
620	Robert Knaggs. Melbourne Hospital. Advising of election of physicians and surgeons making a favourable opportunity for making hospital practice more accessible to students.	26 June 1875	4

No.		Description	Date	Pages
928	75/808	President Professorial Board. Forwarding a draft Statute to Establish a Faculty of Medicine and revised Statute for Examination in Medicine.	8 October 1875	4
939	75/818	Registrar. Consideration of Statute to Establish a Faculty of Medicine postponed to next meeting of Council.	11 October 1875	2
1130		Vice-Chancellor. Requesting meeting of Medical School Committee to discuss election of Demonstrator of Anatomy.	22 November 1875	2
1170		Prof. Halford. Requesting enlargement of the Porter's residence.	26 November 1875	2
1192		Chairman. Medical School Committee. Recommends appointment of Dr Lawrence as Demonstrator of Anatomy for the ensuing year.	3 December 1875	2
1191		Chairman. Medical School Committee. Recommends appointment of Dr Lawrence as Demonstrator of Anatomy and adoption of suggestions in his letter.	6 December 1875	2
86		Carey Rees and others. Graduates and Undergraduates. Petitioning that action be taken over the refusal of Melbourne Hospital to appoint M.B. graduates.	31 January 1876	16
183		Prof. Halford. Protesting at appointment of Dr Lawrence as Demonstrator of Anatomy as he is not available in the mornings.	26 February 1876	4
279		Reid Barnes. Estimates additional laboratory accommodation to cost £2,000.	13 March 1876	2
361		Vice-Chancellor. Forwarding to the Senate a Statute to Establish a Faculty of Medicine.	21 March 1876	4
286		Prof. Halford. Requesting appointment of Demonstrator of Anatomy for mornings. Timetable of lectures enclosed.	22 March 1876	10

No.	Description	Date	Pages
309	H Friedman and others. Students petitioning that a Demonstrator of Anatomy be appointed for the mornings.	24 March 1876	10
303	Prof. Halford. Requesting that hours of attendance of Demonstrator of Anatomy be referred to Professorial Board.	27 March 1876	2
425	Dr Lawrence. Seeking approval for Dr Allen to work with him as Demonstrator of Anatomy. Letter of approval by Professor Halford enclosed.	27 April 1876	4
483	Prof. Halford. Requesting meeting of Medical Faculty.	29 May 1876	2
499	Arthur Morrah. Lands and Survey Office. Requesting that the Deed of Grant for the Medical School site be returned for registration.	7 June 1876	2
528	W H Archer. Lands and Survey Office. Issue of Crown Grant for Medical School delayed pending receipt of £2 preparation fee.	16 June 1876	2
585	Prof. Halford. Calls attention to inadequate and unhealthy accommodation for Dissecting Room Porter. Includes supporting letter from Dr Wigg.	13 July 1876	4
609	Dr Lawrence. Resignation as Demonstrator of Anatomy.	26 July 1876	2
624	Prof. Halford. Dr Allen is performing duties of Demonstrator of Surgery.	31 July 1876	2
633	Reed & Barnes, Architect. Problem of Porter's accommodation due to <sup>over-</sup> crowding and lack of ventilation.	31 July 1876	6
693	Prof. Irving & Rev. A. Morrison. Notices of motion for Council re examination of non-matriculants and attendance of students at lunatic asylums.	No date	4

No.		Description	Date	Pages
625		Harry Allen. Application for Demonstrator of Anatomy. Two letters from 1870 enclosed re confusion over time of examination.	31 July 1876	6
697		Acting Registrar. Referring Regulations for degrees in Surgery back to Faculty of Medicine. Suggests shortening of course of study and admission of all with MB prior to 1 May 1876 without examination.	23 August 1876	4
		Vice-Chancellor to Secretary for Lands. Requests grant for Medical School site be delivered [No docket].	24 August 1876	2
85		Edward Brande. Offers his service to make diagrams of dissections.	7 February 1879	2
108		Dean, Faculty of Medicine. Recommendation of examiners in Medicine under Special Regulations.	14 February 1879	4
364		Dean, Faculty of Medicine. Requesting additional lockers for students.	24 April 1879	2
986		Prof. Halford. Method of paying for dissections.	1 December 1879	2
471		Dean, Faculty of Medicine. Requesting erection of a privy for the Porter and his family.	28 May 1880	2
654		George Palmer. Medical Students' Society. Requesting that Clinical Lecturers be appointed in Medicine and Surgery.	17 July 1882	4
688		Dean, Faculty of Medicine. Resolutions of Faculty recommending appointment Lecturers on Clinical Medicine and Clinical Surgery and that procedures be established to keep rolls of student attendance at hospitals.	5 August 1882	4
382		R.E. Wrigall and others. Medical students. Drawing attention to the insufficient number of lockers.	5 April 1883	4

No.	Description	Date	Pages
402	Dean, Faculty of Medicine. Requesting alterations to Chemical Laboratory.	10 April 1883	4
559	Professor Allen, Melbourne Hospital. Recommending appointment of Lecturers on Clinical Medicine and Clinical Surgery.	22 May 1883	2
516	Dean, Faculty of Medicine. Requesting an amendment to the Medical Practitioner's Statute 1865 to extend period in which bodies for dissection may be kept. Includes table of numbers attending dissecting classes 1863-83.	1 May 1884	16
890	Walter Macgibbon. Medical Students' Society. Requests establishment of a Students' Room.	11 September 1884	4
904	Tenders for improvements to Porter's quarters.	15 September 1884	6

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# 1980/110 Medical School Correspondence

## Folder 4

No.	Description	Date	Pages
1158	Dean, Faculty of Medicine. Asks Council to authorise expenditure on new Physiological Laboratory.	19 December 1884	2
1160	Dean, Faculty of Medicine. Asks that alterations to Medical School proceed immediately. Encloses detailed estimates.	20 December 1884	4
	Financial documents covering additions to Medical School [No docket]	1884	98
184	New Medical School Committee. Reports that £400 must be paid immediately for drainage.	27 February 1885	2
508	Medical School Committee. Recommending list of fittings for new Medical School Building.	17 June 1885	4
652	Professor Allen. Recommends that the floor of the new dissecting room be varnished.	19 August 1885	2
661	Medical Faculty. Recommending additional expenditures.	20 August 1885	4
779	W Johnstone and others. Students. Asking that conditions in the Chemistry Lecture Room be improved.	28 September 1885	14
1052	Medical School Committee. Recommending expenditure of funds on buildings fittings and furniture.	14 December 1885	8
160	Professor Allen. A detailed statement of the expenditure of the Government vote for the new buildings and work remaining.	29 January 1886	34
661	Professor Allen. Statement of condition of Medical School votes.	29 January 1886	20

No.		Description	Date	Pages
152		Medical School Building Committee. Reporting progress and requesting further grant of £1162.	11 February 1886	2
2111		Medical Faculty. Resolutions passed re recognition in the United Kingdom, refusal of request by Mr Mullen, need for lectures in Therapeutics, Dietetics and Hygiene, granting of application by Dr Williams, recognition of Master of Surgery of any University in the United Kingdom.	25 February 1886	8
1068		Dean, Faculty of Medicine. Suggesting Premier be requested to expedite Bill to Amend the Medical Practitioner's Statute to ease difficulty in obtaining subjects for dissection.	22 November 1886	2
1132		Dean, Faculty of Medicine. Request approval for extensions to Medical School and adjustment to votes for buildings, furniture and apparatus.	20 December 1886	8
53		Dean, Faculty of Medicine. Requests erection of lift to allow for storage of subjects for dissection as soon as possible.	26 January 1887	2
293		Dean, Faculty of Medicine. Recommending changes in conditions proposed for appointment of Lecturers on Clinical Lecturers on Medicine and Surgery and recommending appointment of Drs Williams and Moloney for Medicine and Messrs. Fitzgerald and Girdlestone for Surgery [No docket].	30 April 1887	8
337		Dean, Faculty of Medicine. Requesting repairs and furniture for Students' Common Room.	30 May 1887	4
336		Dean, Faculty of Medicine. Requesting shed for storage of wood, coal and cleansing utensils and bin for rubbish.	30 May 1887	2
783		Dean, Faculty of Medicine. Provides estimates for refurbishment of Students' Room and building of a shed.	15 August 1887	2

No.	Description	Date	Pages
524	Charles Goodall. Medical Students' Society. Requesting that Students' Room be placed under control of the Society. Letter of support from Dean.	20 August 1887	4
558	Charles Goodall. Medical Students' Society. Requesting that access to the Students' Room be restricted to members of the Society.	16 September 1887	4
616	Dean, Faculty of Medicine. Estimates of costs of Students' Room and erection of shed including contributions by students.	17 October 1887	10
748	Dean, Faculty of Medicine. Work has not commenced on fitting out the Students' Room.	17 December 1887	4
239	Council Committee on Clinical Teaching. Report. Recommends hospital staffs select own lecturers and methods of payment. Includes detailed minutes and evidence of meetings.	7 May 1888	44
258	Dean, Faculty of Medicine. Request construction of gates, lodges and road for access to Medical School.	19 May 1888	1
427	Medical School Library Committee. Requesting £50 for floor coverings etc.	3 July 1888	2
395	Medical Students' Society. Requesting repairs to pathways.	26 July 1888	2
464	Professor Allen. Notifying of arrangements for supply of subjects for dissection from the country and requesting an advance for the undertaker.	24 September 1888	2
227	Dean, Faculty of Medicine. Approves the concept of supplementary examinations in failed subjects only but rejects a conjoint Examination Board which would consider results in all subjects. Includes printed Professorial Board "Report on Ordinary Examinations".	22 March 1889	6



No.	Description	Date	Pages
	<u>A Collection of Printed Documents</u>		
	Report of the Faculty of Medicine concerning the Medical Curriculum (5 <sup>3</sup> copies).	9 March 1899	2
	Report on the System of Clinical Instruction submitted by the Faculty of Medicine to the Council (9 <sup>3</sup> copies).	10 May 1900	2
	Faculty of Medicine meeting agenda. On verso suggestions concerning Terms of Lectures and Examinations in the Medical School (32 <sup>3</sup> copies).	25 October 1900	2
	Amendments of Statutes and Regulations drawn up in Accordance with the Recommendations of the Faculty of Medicine (2 copies).	24 October 1904	
	New Medical Curriculum. Course for the Diploma of Public Health (4 <sup>3</sup> copies).	1905	12
	Medical Students' Society to Registrar regarding curriculum problems (8 <sup>3</sup> copies).	22 February 1909	2
	Report of the Committee of the Faculty of Medicine Concerning the Recognition of the St Vincent's Hospital as a Clinical School.	[No date]	2
	Annual Report of the Dean of the Faculty of Medicine (8 <sup>3</sup> copies).	4 October 1909	4
	Annual Report of the Dean of the Faculty of Veterinary Science.	[?1909]	6
	Recognition of the Alfred Hospital as a Clinical School.	1909	4

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