

# 2025 STUDENT GUIDE

CRAWFORD SCHOOL OF  
PUBLIC POLICY



Australian  
National  
University

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## Studying at the Crawford School

This guide gives a brief outline of the activities and facilities available to Crawford School students. If the information you need is not covered in the guide please visit or email Student Engagement.

## Student Engagement Team

The Student Engagement team is your main contact point and first point of call for all things to do with being a student at Crawford and ANU. The team is located in Room 1.233, Coombs Building, 9 Fellows Road.

Office hours: Monday to Friday: 9 am - 4 pm

*NB if the office is unattended during these hours you can contact them online as they often work from home. Please email.*

Email: [crawford.degrees@anu.edu.au](mailto:crawford.degrees@anu.edu.au)

The team will answer your degree enquires, provide course and enrolment advice, arrange after-hours building access, and Crawford bike-shed access, and guide you with any other queries you may have about studying at the Crawford School.

## Academic and Research Skills

Crawford has its own dedicated Academic and Research Skills Advisors who assist Crawford students in developing critical thinking, communication skills, and strategies for academic success. Academic Skills Advisors offer regular workshops and individual consultations.

Support includes:

- Understanding assignment tasks
- Researching effectively
- Reading and taking notes efficiently and effectively
- Developing an argument
- Structuring an essay or a thesis
- Writing clear and effective sentences and paragraphs
- Using appropriate referencing conventions
- Analysing feedback from lecturers, tutors or supervisors

Support does not include:

- Proofreading
- Content-specific advice

## Booking a consultation

It is recommended that you consult with an academic skills advisor during the planning stage of your assignment, chapter, or paper. To avoid disappointment, do not wait until the last minute to see an advisor. Consultations are not permitted the day an assignment is due.



How to book an appointment with Academic Skills	
Coursework (Masters) students	Research (PhD) students
<p>When: Monday-Friday for 30-minute consultations.</p> <p>How: Make a booking via <a href="#">SimplyBook</a> at</p> <p>You will receive an email at the start of your first semester with details on how to log in to <a href="#">SimplyBook</a>.</p> <p>NB: If you want to discuss a draft that is longer than 1500 words, please email or upload a draft at least 24 hours before your consultation.</p>	<p>When: Monday-Friday. Consultations generally run for 30 minutes.</p> <p>How: Email the PhD Academic Skills Advisor, Megan Poore, to make an appointment: <a href="mailto:megan.poore@anu.edu.au">megan.poore@anu.edu.au</a></p> <p>NB: Allow one (1) week if your draft is over 5000 words.</p>

## Program administration

### Current students' website

There is a wealth of program information and about studying at Crawford on the Crawford School website.

[Current Students](#)  
[Getting Started at Crawford](#)

Course advice sessions will be held during the PSP, and you will receive information about this from your Senior Student Administrator. Please go to [program and course advice](#).

Each course has a Class Summary which is available to view at least two weeks prior to the course commencement [ANU Programs and](#)

[Courses](#). Previous class summaries are available by selecting a previous year.

## Interactive Student Information System (ISIS)

The Interactive Student Information System (ISIS) is where you will manage the administrative side of your degree. This is where you will provide your personal details for university records, enrol in courses, pay your fees, and much more. It is your responsibility to regularly check your record on [ISIS](#), updating contact details when necessary.

## Wattle

'Web Access to Teaching and Learning Environments' (Wattle) is the University's Learning Management Service and provides the framework for the courses and tools available to students and staff. In Wattle there will be a separate site for each course you are enrolled in with key information such as: assessment details; grades; tutorial enrolments; lecture recordings; weekly readings; course updates; announcements; and other learning materials.

It's important to check each of your Wattle course sites regularly, not only to study the provided material but also to keep up to date with your courses, especially if there are changes to assessment due dates and class times. You can set up notifications within Wattle to help you stay updated. You can access your courses sites on Wattle two weeks before the start of the course.

General information about referencing, course advice and other information is available on the Wattle [Crawford Main](#) page

## ANU Library

ANU Library offers various range of resources, collections and services for the staff and students at the Australian National University. This includes information commons computers, printers, group study rooms, flexible learning spaces, and millions of online resources accessible from anywhere, anytime.

For more information on ANU library opening hours, branches and services go to [Students | Library](#)

The ANU Library also provides accessibility support and services to students, staff and visitors. For more information go to [Library accessibility support | Library](#)

## Digital Literacy Training (DLT)

The ANU Library's Digital literacy training supports postgraduate students' academic experience by providing training in research literacy and digital literacy.

Workshops offered include: Library research - Digital research - Advanced digital research - Internet research – EndNote - Research data management - Presentation techniques - SPSS – NVivo - Word for academic writing (three workshops) - Working with data in Excel

- EndNote including troubleshooting and advanced EndNote formatting. Word including troubleshooting and help with advanced academic writing requirements such as formatting your thesis.
- Research consultations with library subject experts

Online materials: [How to guides – EndNote, Finding theses, journals and more](#)

[Book an appointment](#) for Word thesis formatting or Endnote assistance.

## Printing, photocopying and scanning

Printing, photocopying, and scanning is available at [Multi-Function Print Devices in Libraries and Information Commons](#). You can print, photocopy and scan using your ANU University ID or a Recharge pre-paid voucher.

All students must be familiar with the [Policy: Acceptable use of information technology](#) governing the use of computing facilities and computing laboratories.

For more information contact [ANU IT services](#).

## Printing quotas

Print quotas are linked to your ANU ID card. Students receive a \$44 printing quota which is the equivalent of 400 standard (black and white, single-sided, A4-size) pages. The quota is allocated twice a year – in the first week of January and July. Printing costs vary – colour is more expensive than black and white, and single-sided is more expensive than double-sided. [More information](#).

To see the remaining print quota balance, users need to press the 'Fax/Scan' button on the printer.

## Email and communication

All correspondence from the Crawford School and University are sent to your the ANU student email address only, which is



[studentnumber@anu.edu.au](mailto:studentnumber@anu.edu.au) (e.g., u1234567@anu.edu.au). You must regularly check emails sent to your ANU email address.

To change your ANU email address to your name (e.g. John.Smith@anu.edu.au) go to [ANU service desk](#), log in with your University ID and ISIS password, and request the change.

The main ANU telephone number is 02 6125 5111. The ANU Switchboard is available from 8 am–6 pm, Monday - Friday. See [Directories](#).

## Wi-Fi

ANU students and staff can connect to [ANU Secure](#) Wi-Fi using their ANU ID ('u1234567') and password.

## Mail

Please note that most program and school information is sent to your student email address. Any University mail not sent by email, is sent to your current residential address that you provided on ISIS. It is important to keep your residential address on ISIS up to date.

## Telephones

Internal telephone calls can be made to ANU extensions using the last five digits of the telephone number (ANU numbers look like 02 612 5xxxx; just use the digits 5xxxx when dialling internally).

## Student Facilities

### Building access after-hours and bike shed access

The Crawford Student Engagement team can arrange for after-hours access to the Coombs Building if required for after-hours classes. Buildings are open between 8am and 6pm.

To request access to use the Coombs and Hedley Bull bike sheds, please send an email to [Crawford.Degrees@anu.edu.au](mailto:Crawford.Degrees@anu.edu.au) with your name, student ID number, and the barcode number and expiry date of your student ID card.

### Common rooms in Coombs Building

A student common room is located in Coombs Building, Room 3.101 on level 3. Students are also welcome to use any of the open areas around Coombs and the Coombs Tea room – for use by staff and students.

These areas have kitchen facilities, including hot water, microwaves, refrigerators, tables, and chairs. Dishwashers are not available for student use.

### Study areas

The open areas with seating in the building are available to students for quiet conversation and study. The various libraries around campus also have excellent study areas.



## Lost and found

If you find an item in the Crawford Building, please hand it in at the Crawford Executive Services, 1.12A, Coombs Extension. If you have lost an item, please inform [Crawford.Degrees@anu.edu.au](mailto:Crawford.Degrees@anu.edu.au) It may be waiting to be claimed. For property lost or found in other areas of the ANU, please go to [ANU Security](#).

## Places of worship

A multi-faith prayer room is located at level four, Di Riddell Student Centre in Kambri. There is a Muslim Prayer Room located in the Coombs Building. The male room is located on Level 1, Room 1.115, and the female room is located on Level 1, Room 1.113.

The Chaplaincy, Division of Student Life, is a place with information on all faiths and local places of worship, prayers and meditation, friendship & hospitality. [Support and spiritual wellbeing](#).

## Other useful information

### Emergency procedures

During any emergency or fire drill, follow the directions of the Fire Wardens who will be wearing either a white, yellow, or red helmet.

Please familiarise yourself with the emergency exits in the Coombs Building. Keep essential items such as your house keys, car keys, and wallet with you at all times, as it may not be possible to return to the building to retrieve these for some time after an emergency.

The ANU emergency (non-life threatening) number is 02 612 52249.

For life threatening emergency situations in Australia dial **000** (ambulance, police, fire).

## Security at ANU

ANU provides extensive security services for students. Information on security services can be found at [ANU Security](#).

## Health

Appointments with doctors and nurses can be made at the [ANU Medical Centre](#) via online at [ANU Medical Centre - Book Doctors Online with HotDoc](#) or call 02 6125 2211. The ANU Medical Centre is located on level 2 of the Health and Wellbeing Centre (Building 156) in Kambri on the ANU Campus. Monday to Friday 8.30 am to 5.00 pm.

## Public transport

[ACTION bus service](#) No.53 stops outside the Coombs Building on Lennox Crossing before going to the city centre (and then on to Ainslie/Hackett/Dickson). There are many other bus and tram routes that service all parts of Canberra.

To pay, use a MyWay+ card or visa/mastercard. For information on [Tickets & MyWay+ - Transport Canberra](#)

## Parking

**Bicycle parking.** There are bike sheds at the front of Coombs Building and the back of Coombs Building near the Hedley Bull Building. Crawford students and staff may request access to the bike shed, by visiting Crawford Student Hub (9 am – 4 pm Monday to Thursday, 9 am – 4 pm Friday) or emailing [crawford.degrees@anu.edu.au](mailto:crawford.degrees@anu.edu.au) Please provide



your ID number and the expiry date on your card. Access is associated with your student card.

**Motorcycle parking.** Motorcycle riders should use the motorcycle parking area near the Law School and School of Arts. For more information on the designated motorcycle parking bays around ANU, visit [ANU Parking](#).

**Car parking.** Drivers wishing to park on campus must pay to do so either by purchasing an ePermit, subject to meeting eligibility criteria, or by using PayStay parking. Do not park in the no-parking or restricted areas – you risk being fined. Go to [ANU Parking](#) for information and to obtain a permit.

## Work Health and Safety (WHS) and First Aid

Ms Holly Zervos is the Crawford School Health and Safety Representative (HSR) and First Aid Officer. For emergencies and reporting accidents, hazards or potential workplace-related problems email [Holly.Zervos@anu.edu.au](mailto:Holly.Zervos@anu.edu.au)

## Smoking

The Australian National University maintains a smoke-free work environment. Smoking is prohibited on the ANU campus including university buildings and surroundings.

The [Smoke-Free policy](#) bans all smoking on campus at all locations except for smoking in Designated Outdoor Smoking Areas (DOSAs). Under the new policy, DOSA is available in some residential areas (only where already approved by residence management) and the ANU Bar. The ban applies to all ANU-owned properties.

## ANU COVID-19 advice

Some of the most important things you can do to keep the community safe include:

- Keeping your vaccinations up to date
- Staying home and getting tested if you're unwell
- Appropriately reporting your result if you test positive for COVID-19 by:
  - i. Alerting the University through this online form - [ANU COVID-19 positive notifications \(office.com\)](#);
  - ii. Informing your supervisor or course convenor.
- Washing or sanitising your hands frequently
- Maintain physical distance between yourself and others where possible Wiping down surfaces after use.

## Kambri

Kambri is the ANU's "cultural precinct" and contains a range of student facilities, health services, a gym and pool, 24-hour parcel lockers as well as food outlets and other shops. For more information visit [Kambri](#).

## Nearby cafes

[The God's Café@Hedley Bull](#), Building 130, Liversidge Street  
[Savoir French](#), Art School Building, 105 Ellery Cres  
[Fellows@Law](#), Law Building, 5 Fellows Rd  
[National Museum of Australia Café](#), Lawson Crescent, Acton Peninsula





## Key Crawford staff

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### Crawford Executive

<a href="#">Prof Janine O'Flynn</a>	Director, Crawford School
<a href="#">Prof Paul Burke</a>	Deputy Director, Crawford School
<a href="#">Cris Alves</a>	School Manager
<a href="#">Shanti Devi</a>	Executive Assistant to the Director
<a href="#">Holly Zervas</a>	Crawford Executive Services

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### Student Engagement

<a href="#">Edwina Breingan</a>	Manager
<a href="#">Megan Bourke</a>	Senior Student Administrator
<a href="#">Shuqun Zhao</a>	Senior Student Administrator
<a href="#">Alison Francis</a>	Senior Student Administrator
<a href="#">Roze Hisham</a>	Student Administrator

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### Resources, Environment and Development Department (READ)

<a href="#">A/Prof Sarah Milne</a>	Head of Department
<a href="#">A/Prof Sonia Akter</a>	Climate Policy Program Convenor
<a href="#">A/Prof Paul Wyrwoll</a>	Environ Mgmt & Dev Program Convenor

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### Ardnt-Corden Department of Economics (ACDE)

<a href="#">Prof Jane Golley</a>	Head of Department
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### Policy and Governance Department (POGO)

<a href="#">A/Prof Andrew Kennedy</a>	Head of Department
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### National Security College (NSC)

<a href="#">A/Prof Danielle Ireland-Piper</a>	Academic Director
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### Teaching and Learning

<a href="#">Alison Cumming Thom</a>	Manager, Teaching and Learning
<a href="#">Dr Megan Poore</a>	PhD Academic Skills Advisor
<a href="#">Mark Badger</a>	Academic Skills Advisor
<a href="#">Dr Thuy Do</a>	Academic Skills Advisor

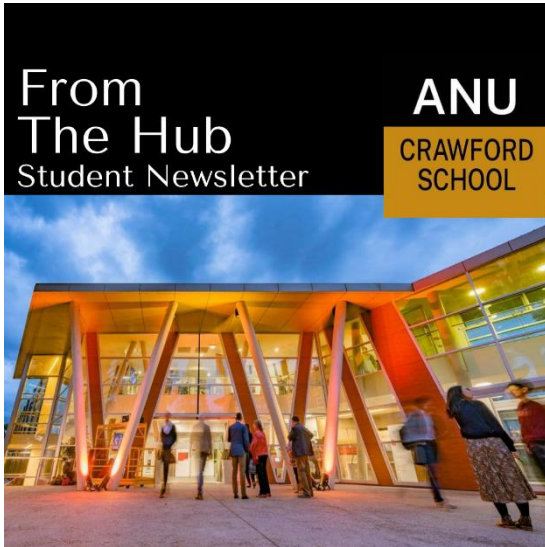
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### Scholarships and Recruitment

<a href="#">Liz Ingram</a>	Manager
<a href="#">Ngan Le</a>	Deputy Manager
<a href="#">Ida Wu</a>	Student Recruitment & Scholarship Coordinator
<a href="#">Tessia Deng</a>	Student Recruitment Officer
<a href="#">Nooraishah Zainuddin</a>	Student Recruitment Officer
<a href="#">Lam Hua</a>	Assistant, Student Recruitment & Scholarships

For a complete list of Crawford staff, contact, and location details, please go to [Crawford People](#).





**From The Hub**  
 Student Newsletter sent  
 to your ANU email each  
 month.



Crawford School of Public Policy  
 College of Law, Governance and Policy  
 The Australian National University  
 CANBERRA ACT 2600  
[crawford.anu.edu.au/](http://crawford.anu.edu.au/)  
 TEQSA Provider ID: PRV12002 (Australian University)  
 CRICOS Provider Code: 00120C