

Departure checklist

PhD students

Crawford School of Public Policy

Student to complete

Student name

Student number

Forwarding email address

Contact phone number

Forwarding mailing address (we will forward mail to you for 3 months; after that, it will be returned to sender)

Program

Office number (include building name)

ECO

POGO

NSC

RE&D

Reason for departure

Last day at Crawford

Expected date of submission (if relevant)

Submitting

Graduating

Returning home to finish

Other

Office and desk space

Checklist

I have cleaned my desk space

I have tidied my desk space

I have cleaned my desk space (no, that is not an error -- clean your desk space: it's only polite)

I have removed all my belongings, papers, files, etc., from my office

If necessary, I have placed my belongings in storage, for collection in no later than 6 months' time

I have returned my office key or swipe card

I have returned any filing cabinet keys

I have placed unwanted stationery in the stationery exchange in the Stanner level 1 copy room

Courtesies

Checklist

- I have removed my food from the fridge(s)
- I have updated my personal details on HORUS
- I have re-directed my subscription and other mail
- I have told the HDR Administrator that I am leaving and told her she is awesome
- I have told the PhD Academic & Research Skills Advisor that I am leaving and told her she is awesome

Returns, data, and security

Checklist

- I have returned any other access cards or keys to the appropriate area
- I have returned any library books and/or materials
- I have returned my parking permit to the Facilities & Services Parking Office (Anthony Low Building 124)
- I have removed personal files from my computer and ANU servers (do not remove any data files)
- I have backed up my ANU computer hard drive because I know it will shortly be deleted
- I have notified IT services of my finishing date and advised which software could be removed from, and which licences need not be renewed on, my machine
- I have told my supervisor I am leaving
- I have not dumped stuff in the corridor, common room, or any where else for others to collect. Instead, I have contacted CAP Facilities and asked them to remove things for me.

Comments

Student's signature

Date

Please return this form to the PhD Academic and Research Skills Advisor: megan.poore@anu.edu.au