



CRICOS REGISTRATION AND AMENDMENT PROCEDURES

Date first approved: 11 March 2013	Date of effect: 11 March 2013	Date last amended (refer Version Control Table): 18 September 2014	Date of Next Review: September 2017
First approved by:	Senior Manager, Policy & Governance Unit		
Custodian title & e-mail address	Institutional Compliance Officer course-management@uow.edu.au		
Responsible Division & Unit	Course Management Group Academic Quality and Standards Unit (AQS)		
Supporting documents, procedures & forms of these Procedure	ESOS Compliance Framework Course and Subject Approval Procedures – New Courses and Significant Amendments to Existing Courses Course and Subject Approval Procedures – Less Significant Amendments to Existing Courses		
References & Legislation	Coursework Rules Delegations of Authority Policy UOW Academic Review Policy Higher Education Support Act 2003 (Commonwealth) Australian Qualifications Framework ESOS Legislation National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007		
Audience	Public – accessible to anyone		

Submit your feedback on this policy document using the [Policy Feedback Facility](#).



Contents

1	Introduction / Background	3
2	Purpose	3
3	Definitions	3
4	Registering a New Course onto CRICOS	4
5	Amending or Suspending an Existing Course on CRICOS	6
6	Roles & Responsibilities	8
7	Related Documents and References	8
8	Appendix	9
9	Version Control Table	10
	APPENDIX 1	11



1 Introduction / Background

1. The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Registration and Amendments Procedure have been developed to assist in providing information and guidance for registering, suspending or making amendments to courses on CRICOS.
2. The Register exists as part of the *Education Services to Overseas Students Act 2000*. This legislation, and the National Code of Practice for Registration Authorities and Providers of Registration and Training to Overseas Students (the National Code), operate to establish and maintain high standards in the provision of information and educational services to overseas students.
3. A critical element of the legislation and the National Code is to ensure that prospective international students and enrolled international students have accurate and timely information about courses of study. CRICOS is a central part of ensuring this objective is achieved.
4. For international students to undertake a course of study at UOW onshore, the course and its delivery location(s) must be listed on CRICOS.
5. If the course (or its delivery location) intended to be available for international students onshore is not already listed on CRICOS, UOW must apply to Tertiary Education Quality Standards Agency (TEQSA), the registering authority, to add the new course or new location onto CRICOS before the course can be actively marketed to students and before international students can be offered places or enrolled in the course.
6. Once the course is listed on CRICOS, it will be given its own unique code that can be used to admit international students to UOW at each location where the course is registered.
7. It is vital the information on CRICOS is current. Any changes to a course or location must be communicated to the Course Management Group as soon as possible using the appropriate forms.

2 Purpose

1. The purpose of this document is to outline the procedure for UOW staff seeking to add a new course of study or amend an existing course on the CRICOS and ensure that the appropriate internal approvals are granted before applying for a new course of study to be added onto CRICOS or amending an existing course on CRICOS.
2. This document will be revised from time to time, taking account of issues and addressing those issues that have arisen during course management process and/or as the scope of national course design standards as indicated by the governing authorities.
3. The CRICOS Registration and Amendments Procedure document operates in conjunction with the ESOS Compliance Framework.
4. This procedure applies to the Schedule of UOW Qualifications (AQF award and non-award courses) that are accredited by UOW and delivered to overseas students studying at UOW.
5. The provisions in this procedure relating to compliance requirements apply to the production, issue and marketing of course information to overseas students.

3 Definitions

Word/Term	Definition
-----------	------------



CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
SCDC	Strategic Course Development Committee
TEQSA	Tertiary Education Quality Standards Agency

1. Other definitions as set out in the ESOS Compliance Framework and the Course and Subject Approval Procedures.

4 Registering a New Course onto CRICOS

1. UOW Awards and qualifications approved by the Strategic Course Development Committee to be offered to international students onshore should follow the procedures below for registering the course on CRICOS.

Procedure	Responsible	Notes
Complete the ESOS Compliance and CRICOS Request Form for a course to be registered on CRICOS.	Faculty	The ESOS Compliance and CRICOS Request Form is located on the Course Management Intranet Site. Early submission of the ESOS Compliance and CRICOS Request Form is recommended as TEQSA, the registering authority can take up to 6 – 8 weeks to approve the request and a course cannot be actively marketed until the course is registered.
Ensure all fields are complete, and obtain approval from Associate Dean (Education) and Executive Dean.	Faculty	Delegation of course approvals – Associate Dean (Education) and Executive Dean. To ensure the CRICOS Application is submitted to TEQSA as quickly and efficiently as possible for assessment, it is important all fields on the ESOS Compliance and CRICOS Request Form are accurate and fully complete. Particular attention should be given to the fees and work component sections.
The completed ESOS Compliance and CRICOS Request Form should be submitted to the Course Management Group, normally as part of an application to SCDC for endorsement of a proposal for a new course. If the Faculty decide to offer an existing course to international students, it is only necessary to submit the ESOS Compliance and CRICOS	Faculty	Submit to the Institutional Compliance Officer in Building 36 course_management@uow.edu.au



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

Request Form to the Course Management Group for assessment.		
Assessment of ESOS Compliance and CRICOS Request Form.	Course Management Coordinator and/or Institutional Compliance Officer	The form is assessed to identify and resolve any issues.



CRICOS Application completed and submitted to TEQSA, the registering authority, for assessment.	Institutional Compliance Officer	A course must not be actively marketed to international students until UOW has a CRICOS code for the course for delivery at the appropriate delivery location.
Advise relevant stakeholders of the outcome of the CRICOS Application.	Institutional Compliance Officer	Once the CRICOS code has been allocated for the course, the CRICOS code must appear on all marketing and promotional material for the course.
Update or complete marketing and promotional material.	Faculty UniAdvice	Once the CRICOS code has been allocated for the course, the CRICOS code must appear on all marketing and promotional material for the course.
Course Database and Handbook pages will be updated with CRICOS code.	Course Management Group Faculty UniAdvice Stakeholders	All stakeholders will be involved in implementation of the CRICOS code and ESOS services to overseas students as required under the Legislation.

5 Amending or Suspending an Existing Course on CRICOS

1. UOW courses registered on CRICOS that are subject to change must have the changes updated promptly to ensure that in marketing courses, prospective international students have up to date and accurate information.

Procedure	Responsible	Notes
<p>Changes to a course requiring update to CRICOS details include:</p> <ul style="list-style-type: none"> Course name change Change of duration Change to course fees Course suspension Course deletion Change of delivery location for international students studying onshore Complete the ESOS Compliance and CRICOS Request Form. 	Faculty	<p>The ESOS Compliance and CRICOS Request Form is located on the Course Management Intranet Site.</p> <p>Early submission of the ESOS Compliance and CRICOS Request Form is recommended as TEQSA, the registering authority can take up to 6 – 8 weeks to approve the request.</p>



Ensure all fields are complete, and obtain approval from Associate Dean (Education) and Executive Dean.	Faculty	Delegation of course approvals – Associate Dean (Education) and Executive Dean. To ensure the CRICOS Application is submitted to TEQSA as quickly and efficiently as possible for assessment, it is important all fields on the ESOS Compliance and CRICOS Request Form are accurate and fully complete.
The completed ESOS Compliance and CRICOS Request Form to be submitted to the Course Management Group as part of course approval process.	Faculty	Submit to the Institutional Compliance Officer in Building 36 course_management@uow.edu.au The ESOS Compliance and CRICOS Request Form may be submitted to Course Management Group prior to submitting any course proposal documentation to reduce the delay in obtaining a CRICOS code from TEQSA.
<i>If amendments impact the current cohort of students:</i> The Faculty to provide detailed strategy of how they plan to manage the proposed course changes.(Transition arrangements, teach out arrangements)	Faculty	Please contact the Course Management Coordinator or the Institutional Compliance Officer regarding transition and teach out arrangements. This issue is managed through the course approval process.
Assessment of ESOS Compliance and CRICOS Request Form	Course Management Coordinator and/or Institutional Compliance Officer	The form is assessed to identify and resolve any issues.
CRICOS Application complete and submitted to TEQSA, as registering authority.	Institutional Compliance Officer	TEQSA will determine whether the amendment request is approved.
All relevant stakeholders will be advised of the outcome of the CRICOS Application.	Institutional Compliance Officer	Once CRICOS has been updated the Institutional Compliance Officer will inform all stakeholders. Note that the CRICOS code must appear on all promotional material.
Course Database and Handbook pages will be updated with CRICOS code.	Course Management Group Faculty	All stakeholders will be involved in implementation of the CRICOS code and ESOS services to overseas students as required under the Legislation.



	UniAdvice Stakeholders	
--	---------------------------	--

6 Roles & Responsibilities

- The following staff roles and responsibilities operate under this Procedure:

Officer	Role and Responsibility
Institutional Compliance Officer, Academic Quality and Standards	Responsible for monitoring UOW's ESOS compliance and managing CRICOS requirements Responsible for preparing and lodging all applications under the ESOS legislation to TEQSA
Course Management Coordinator	Responsible for oversight and coordination of ESOS compliance and CRICOS requirements within course management function
Director, Academic Quality and Standards	Principal Executive Officer, executive responsibility for the operation of the provider in relation to ESOS.
Faculty Teaching and Learning Staff (Associate Dean, Teaching and Learning Professional Staff)	Prepare and submit appropriate forms with information related to course changes that are relevant to UOW's ESOS obligations Refrain from marketing and promotion of courses until CRICOS registration is achieved Ensure all marketing and promotional material includes the relevant CRICOS code Ensure all course information is accurate and up to date
UniAdvice	Refrain from marketing and promotion of courses until CRICOS registration is achieved Ensure all marketing and promotional material includes the relevant CRICOS code Ensure all course information is accurate and up to date

7 Related Documents and References

Course Management Procedures and Forms	https://intranet.uow.edu.au/coursemgmt/abtcsa/index.html
Education Services for Overseas Students (ESOS) Legislative Framework	https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx
Education Services for Overseas Students (ESOS) and The National Code	https://intranet.uow.edu.au/aqs/esos/index.html



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

8 Appendix

1. UOW approved delivery methods should be consulted as part of this procedure. These are set out in Appendix 1.



9 Version Control Table

Version Control	Date Effective	Approved By	Amendment
1	11 March 2013	Senior Manager, Policy & Governance Unit	First version
2	22 March 2013	Senior Manager, Policy & Governance Unit	Further clarification of On Campus definition
3	18 September 2014	Deputy Vice-Chancellor (Education)	Procedures changed from unit level to University-wide procedures



APPENDIX 1

DELIVERY MODES AT UOW - ESOS NATIONAL CODE STANDARD 9.4 COMPLIANCE GUIDE

INTRODUCTION

Standard 9.4 of the ESOS National Code provides that:

An international student may be permitted to undertake no more than 25% of the student's total course by distance and/or online learning.

A provider must not enrol students exclusively in distance or online learning subjects in any compulsory session (e.g., Autumn or Spring Session).

Applying this Standard, the University will use and apply delivery modes at the course (not subject) level in the following manner.

ON-CAMPUS

At least 75% of the course is offered on-campus (all subjects inclusive)

Acceptable for international students studying in Australia on a student visa

On-campus is a delivery mode in which at least 75% of subjects delivered are delivered face-to-face. This involves weekly lectures and/or tutorials and or/labs. Formal, recurring and compulsory face to face delivery on campus, combined with the use of online mediums still meets the requirements for on campus face to face delivery. No more than 25% of the total course is offered by distance and/or online learning. The up-to 25% online and/or distance component should be calculated for the overall course/program and not individual subjects/units. Students must not enrol exclusively in distance and/or online subjects in any compulsory study period (session).

Please note a course can use online electronic technology as a tool/medium for teaching and learning (eg, Moodle, Blackboard Vista, eLearning, EduStream, Janison), that provides access to students as an additional or supporting medium for teaching and learning on top of face-to-face lectures and tutorials. The online medium must not be used with the intent to replace the face-to-face lectures and/or tutorials that compromise the 75% or more of face-to-face delivery. This will change the intent of the delivery mode. Online mediums like Skype Chat and/or Yahoo Chat may enable face-to-face discussions but should not be used as a face-to-face component for international students. These online mediums separate the teacher and student in time and/or space, and hence best meet the definition of online or distance delivery and not on-campus delivery.

DISTANCE/ONLINE

100% of the course is offered by distance/online (all subjects inclusive)

Not acceptable for international students studying in Australia on a student visa

Distance or online learning is study in which the teacher and overseas student are separated in time and/or space throughout the duration of the unit of study. Distance learning differs from online learning in that the study may be undertaken through written correspondence and exchange of hard copy materials. Online learning is a study in which the teacher and overseas student communicate mainly through electronic technologies for the unit of study. There is no compulsory face-to-face component in this mode of delivery.



*See notes above * regarding use of online electronic technology.*

FLEXIBLE

No percentage defined (all subjects inclusive)

Acceptable for international students studying in Australia on a student visa **subject to** making formalised arrangements for regular compulsory face-to-face contact **AND** not permitting exclusively online or distance enrolment in any single compulsory session

Flexible delivery is a combination of online and face-to-face component where the face-to-face component is compulsory. While there is no percentage to define the compulsory face-to-face component, the intent should be to make formalised arrangements for international students for regular face-to-face contact to receive sufficient support and feedback.

*See notes above * regarding use of online electronic technology.*

SUBJECTS OFFERED IN COURSES

Even though the delivery modes define and stipulate requirements at a course level, the same principle can be applied at a subject level for designing and delivering subjects that are suitable for international students:

- Students must not enrol exclusively in distance and/or online subjects in any compulsory study period (session).
- In each compulsory study period (session) for a course, the student must enrol in at least one subject that is not offered by distance or online learning.
- If an international student is to be enrolled in a subject that includes online delivery, a formalised and recurring or routine arrangement for compulsory regular face-to-face learning (by way of tutorials, laboratory sessions etc.) would meet both the intent and the requirements of the Standard.
- Online mediums like Skype Chat and/or Yahoo Chat may enable face-to-face discussions but this medium alone will not constitute a face-to-face component for international students. These online mediums separate the teacher and student in time and/or space, hence best define an online or distance delivery.
- Students require sufficient support and feedback to ensure that the intent of both Standards 9 and 10 are met.