

REGISTERING COURSES ON CRICOS: POLICY

Approving authority	Governing Board
Purpose	This policy outlines the obligations of the Institute in making applications under section 10H of the ESOS Act to add one or more courses at one or more locations to the institute's CRICOS registration
Responsible Officer	Head of Student Services and Administration
Next scheduled review	September 2021
Document Location	R:\Managers\OIHE\Policies
Associated documents	Registering Courses on CRICOS: Procedure

1. PRINCIPLES

Oxford Institute of Higher Education (hereafter referred to as “the Institute”) acknowledges that under section 10 H of the ESOS Act a registered provider may apply to add one or more courses at one or more locations to the provider’s registration.

2. SCOPE

The policy applies to all accredited higher education courses that the Institute wishes to have listed on CRICOS.

3. DEFINITIONS

ESOS National Code

The ESOS National Code refers to the National Code of Practice for Providers of Education and Training to Overseas Students 2018 established under the Education Services for Overseas Students Act 2000.

PRISMS

The Provider Registration and International Students Management System (PRISMS) provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) Legislation.

CRICOS

The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is an official Australian Government website which lists all Australian education providers that offer courses to students studying in Australia on student visas. CRICOS also lists the courses registered for delivery to international students offered by each provider.

4. POLICY

4.1 The Institute will submit to TEQSA for approval to have its accredited courses registered on CRICOS.

4.2 The Institute will not market or promote any courses to International students prior to registration on CRICOS

4.3 The Vice President

- approves all courses to be submitted for registration;
- approves all changes to the registration details of Institute courses listed on CRICOS
- approves the level of fees and other charges applicable to the course
- approves payment of any fees charged by TEQSA

4.4 The Head of Student Services and Administration (HOSSA) is responsible for ensuring

- any application for registration of a course on CRICOS is consistent with the requirements of TEQSA and is made using specified TEQSA proformas and processes;
- applications for amendments to existing course registration details on CRICOS are made at least thirty days prior to the changes taking effect.

4.5 The Academic Dean ensures that for the purposes of registration all Academic requirements of the ESOS Act and TEQSA are met.

4.6 The HOSSA ensures that for the purposes of registration all Non- Academic requirements of the ESOS Act and TEQSA are met.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HES Threshold Standards the procedure will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this procedure is welcomed by the listed Responsible officers of the Institute.

7. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	September 2018	Initial issue	Governing Board
Related legislation/ regulation/standard	HES Threshold Standards 2015 ESOS National Code 2018 Standard 11		