

## REGISTERING COURSES ON CRICOS: PROCEDURE

<b>Approving authority</b>	Executive Management Team
<b>Purpose</b>	This procedure 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
<b>Responsible Officer</b>	Head of Student Services and Administration
<b>Next scheduled review</b>	June 2021
<b>Document Location</b>	R:\Managers\OIHE\Policies
<b>Associated documents</b>	Registering Courses on CRICOS: Policy

### 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 procedure 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. PROCEDURES

- 4.1 The Institute will submit to TEQSA for approval to have its accredited courses registered on CRICOS.
- 4.2 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
- 4.3 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.
- 4.4 The Academic Dean ensures that all Academic requirements of the ESOS Act and TEQSA are met. This will include but not be limited to,
  - Specification of
    - the full title of the Course;
    - the expected duration of the course includes any holiday periods or any work-based training;

- modes of study, including online, distance or work-based training;
  - arrangements with other education providers, including partners, in delivering a course or courses to overseas students;
  - any work-based training to be undertaken as part of the course is necessary for the student to gain the qualification together with appropriate arrangements for the supervision and assessment of students;
  - the names and CV's of Academic Staff members to be involved in delivering the course;
  - ensuring that there are appropriate and sufficient education resources, including facilities, equipment, learning and library resources and premises;
  - ensuring that the course is not delivered entirely by online or distance learning;
  - ensuring that teaching and assessment material for units of the course is prepared and available to be submitted to TEQSA if required;
- 4.5** The HOSSA ensures that
- the number of overseas students enrolled at the Institute are within the limit or maximum number approved by TEQSA.;
  - all marketing material consistent with National Code standards 1 and 2 is prepared and available to be submitted to TEQSA if required;
  - timetabling arrangements are prepared and available to be submitted to TEQSA if required;
  - an orientation program is prepared and available to be submitted to TEQSA if required.

## **5. QUALITY ASSURANCE**

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

- 5.1 internally approved by the Executive Management Team on development or review
- 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
2.0	September 2018	Initial issue	EMT
Related legislation/ regulation/standard	HES Threshold Standards 2015 ESOS National Code 2018 Standard 11		