

CRICOS Course Registration and Amendment Procedure

Version 1 – Approved 26 July 2021

Contents

Purpose.....	1
Applicable governance instruments.....	1
Background.....	2
Procedure	2
1. Adding a new course of study to CRICOS registration	2
2. Amending, suspending or withdrawing registration of a course	3
Versions	3

Purpose

This Procedure describes how to add a new course of study to or amend an existing course on the [Commonwealth Register of Institutions and Courses for Overseas Students](#) (CRICOS). It ensures that the appropriate internal approvals are granted.

Courses listed on CRICOS are given a unique code which indicates that marketing, recruitment, admission and enrolment is permitted for overseas students at each location where the course is registered.

This Procedure applies to all University of Tasmania qualifications that are accredited by the University and are delivered to overseas students studying at the University of Tasmania whilst holding a student visa.

English Language Intensive Courses for Overseas Students (ELICOS), pathway, foundation and preparatory programs and any courses delivered in collaboration with other parties must also be registered under this Procedure.

Applicable governance instruments

Instrument	Section	Principles
<i>Quality Assurance Policy</i>	1 Quality Assurance	1.2
<i>Compliance Policy</i>	1 Compliance	All
Education Services for Overseas Students Act 2000 (Cth)	Division 4 - The Register	N/A
National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)	Standard 11 – Additional Registration Requirements	

Background

CRICOS is a register of Australian education providers that offer courses to overseas students studying in Australia on student visas and the courses offered to International students by each provider.

All University of Tasmania qualifications that are accredited by the University and are delivered to overseas students studying at the University of Tasmania whilst holding a student visa must be registered. For overseas students to undertake a course of study at the University of Tasmania onshore, the course and its delivery location(s) must be listed on CRICOS.

CRICOS exists as part of the [Education Services for Overseas Students \(ESOS\) Act, 2000](#). This legislation, and the [National Code of Practice for Providers of Education and Training to Overseas Students, 2018](#) (the National Code), operate to establish and maintain high standards in the provision of information and educational services to overseas students.

If the course (or the delivery location) that is intended to be available for overseas students onshore is not already listed on CRICOS, the University must apply to [Tertiary Education Quality Standards Agency](#) (TEQSA), the registering authority, to add the new course or new location onto the Register before the course can be marketed to overseas students and before overseas students can be offered places or be enrolled in the course.

It is vital that the information on CRICOS is current. Any changes to a course or location must be communicated to International Compliance at Staff.Compliance@utas.edu.au as soon as possible using the appropriate form.

Procedure

1. Adding a new course of study to CRICOS registration

- University of Tasmania awards and qualifications endorsed by the University Course and Unit Proposals Committee (UCUPC) and approved by Academic Senate to be offered to overseas students onshore must follow the process below for registering the course on CRICOS.
- Further information on adding a new course to CRICOS registration is available from the [Tertiary Education Quality and Standards Agency](#).
- Once they have undergone the necessary internal approval processes, specialist courses, which have a distinct structure and concentration of study and which include a specialisation that leads to a specific profession or accreditation, must be registered separately.
- Specialisations are to be registered as a single course of study on CRICOS if all possible pathways through the course lead to the *same award* and share all of the characteristics required under the ESOS Act, i.e.:
 - a. qualification level
 - b. broad field of education
 - c. course duration
 - d. course location
 - e. any work-based components
 - f. an estimate of course costs (this may be an average of a cost range).
- To add a new course of study to the CRICOS registration, the Course and Curriculum Manager must:
 1. Complete the CRICOS Course Registration and Amendment Form as required by TEQSA.
 2. Send the following documentation to Staff.Compliance@utas.edu.au
 - a. completed and approved CRICOS Course Registration and Amendment Form
 - b. supporting course proposal documentation

- c. minutes of the Academic Senate or Standing Academic Committee meeting at which the new course was approved.
- Additional documentation is required where third party arrangements are in place. It is recommended that in these cases, Course and Curriculum Managers contact International Compliance for advice at Staff.Compliance@utas.edu.au
- Once completed and approved, International Compliance will submit the form and supporting documentation to TEQSA for approval and advise the Course and Curriculum Manager and other relevant stakeholders as to the outcome of the application. This can take up to six weeks.
- The course is not able to be marketed to overseas students until it is CRICOS registered. Once a CRICOS code has been allocated for the course, the code must appear on all marketing and promotional materials for that course, including the Course and Unit Handbook.

2. Amending, suspending or withdrawing registration of a course

- University of Tasmania courses registered on CRICOS that are subject to change must have the changes updated promptly to ensure that prospective overseas students have up-to-date and accurate information.
- Further information on changing a CRICOS registered course is available from the [Tertiary Education Quality and Standards Agency](#).
- Changes to a course that require an update of CRICOS details include:
 - a. change to course title
 - b. change to course duration
 - c. change to course fees
 - d. change of delivery location for overseas students studying onshore
 - e. course suspension
 - f. course deletion.
- The Course and Curriculum Manager must follow the process outlined below:
 1. Complete the CRICOS Course Registration and Amendment Form as required by TEQSA
 2. Send the following documentation to Staff.Compliance@utas.edu.au
 - a. completed and approved CRICOS Course Registration and Amendment Form
 - b. minutes of the Academic Senate or Standing Academic Committee meeting at which the significant amendment was approved.
- If the course is proposed to be discontinued, the Course and Curriculum Manager must also provide detailed information on how the College plans to manage the discontinuation as part of the course amendment process (e.g., transition arrangements, teach out arrangements).
- International Compliance will submit the form and supporting documentation to TEQSA for approval and advise the Course and Curriculum Manager and other relevant stakeholders as to the outcome of the application. This can take up to six weeks.
- Once CRICOS has been updated, the amended information must appear in all marketing and promotional materials for the course, including the Course and Unit Handbook.

Versions

Version	Action	Approved By	Approval Date	Business Owner
1	Approved	Provost	26 July 2021	Director, Academic Quality and Standards

Version 1 – Approved 26 July 2021