

CRICOS Registration and Amendments Procedures

Section 1 - Introduction / Background

- (1) This Procedure has 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 for Overseas Students 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.
- (3) A critical element of the [Education Services for Overseas Students Act 2000](#) and the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) 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 and 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 AQS as soon as possible using the appropriate forms.

Section 2 - Purpose

- (8) The purpose of this Procedure 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](#).
- (9) This Procedure 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.
- (10) This Procedure operates in conjunction with the [Education Services for Overseas Students \(ESOS\) Framework](#).
- (11) This Procedure applies to the Schedule of UOW Qualifications ([Australian Qualifications Framework](#) award and non-award courses) that are accredited by UOW and delivered to overseas students studying at UOW.

(12) The provisions in this Procedure relating to compliance requirements apply to the production, issue and marketing of course information to overseas students.

Section 3 - Registering a New Course onto CRICOS

(13) 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 Tertiary Education Quality and Standards Agency (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 Tertiary Education Quality and Standards Agency (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 AQS, normally as part of an application to Course Portfolio Development Group 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 Request Form to the AQS for assessment.	Faculty	Submit to the Institutional Compliance Officer in Building 36. course_management@uow.edu.au
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 Tertiary Education Quality and Standards Agency (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.	AQS Faculty UniAdvice Stakeholders	All stakeholders will be involved in implementation of the CRICOS code and Education Services for Overseas Students (ESOS) Framework as required under the Education Services for Overseas Students Act 2000 .
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Section 4 - Amending or Suspending an Existing Course on CRICOS

(14) 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
Changes to a course requiring update to CRICOS details include: 1. Course name change 2. Change of duration 3. Change to course fees 4. Course suspension 5. Course deletion 6. Change of delivery location for international students studying onshore Complete the ESOS Compliance and CRICOS Request Form.	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 Tertiary Education Quality and Standards Agency (TEQSA) , the registering authority can take up to 6 - 8 weeks to approve the request.
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 Tertiary Education Quality and Standards Agency (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 AQS 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 AQS prior to submitting any course proposal documentation to reduce the delay in obtaining a CRICOS code from Tertiary Education Quality and Standards Agency (TEQSA) .
If amendments impact the current cohort of students: 1. 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 Tertiary Education Quality and Standards Agency (TEQSA) , as registering authority.	Institutional Compliance Officer	Tertiary Education Quality and Standards Agency (TEQSA) will determine whether the amendment request is approved.

Procedure	Responsible	Notes
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.	AQS Faculty UniAdvice Stakeholders	All stakeholders will be involved in implementation of the CRICOS code and Education Services for Overseas Students (ESOS) Framework services to overseas students as required under the Education Services for Overseas Students Act 2000 .

Section 5 - Roles and Responsibilities

(15) The following staff roles and responsibilities operate under this Procedure:

Officer	Role and Responsibility
Institutional Compliance Officer, Academic Quality and Standards Division	Responsible for monitoring UOW's Education Services for Overseas Students (ESOS) Framework compliance and managing CRICOS requirements. Responsible for preparing and lodging all applications under the Education Services for Overseas Students Act 2000 to Tertiary Education Quality and Standards Agency (TEQSA) .
Course Management Coordinator	Responsible for oversight and coordination of Education Services for Overseas Students (ESOS) Framework 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 Education Services for Overseas Students (ESOS) Framework .
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 Education Services for Overseas Students (ESOS) Framework 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.

Section 6 - Definitions

Word/Term	Definition
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
CPDG	Course Portfolio Development Group
TEQSA	Tertiary Education Quality and Standards Agency (TEQSA)

(16) Other definitions as set out in the [Education Services for Overseas Students \(ESOS\) Framework](#) and the [Course and Subject Approval Procedures – Amendments to Existing Courses](#) and [Course and Subject Approval Procedures – New Offerings and Discontinuations](#).

Status and Details

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Approval Date	13th December 2023
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Responsible Executive	Sue Bennett Deputy Vice-Chancellor and Vice-President (Academic and Student Life)
Responsible Officer	Dominic Riordan Director, Academic Quality and Standards
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