Edith Cowan University
Strategic Governance Services

ESOS and CRICOS Procedure

1. Definitions

Name	Description
ESOS	Education Services for Overseas Students Act
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
AQS	Academic Quality and Standards
PEO	Principal Executive Officer (ECU)
TEQSA	Tertiary Education Quality and Standards Agency
CAPS	Curriculum Approval and Publication System
PRISMS	Provider Registration and International Student Management System

2. Purpose and Scope

The Education Services for Overseas Student (ESOS) Act and related legislation places specific obligations on universities and education providers in relation to onshore international students.

International students wishing to study in Australia on a student visa can only apply for courses that have been entered on the CRICOS Register.

This procedure outlines a request for a new CRICOS code or CRICOS code suspension.

3. Procedures

3.1. *Criteria for CRICOS registration*

In order for a course to be registered with a CRICOS code it must meet the following ESOS criteria:

a) The course must be available for full-time study;

b) The course must be available in the on-campus delivery mode;

c) Where units are available online:

- students may undertake a maximum of one third of their course units online; and

- in each compulsory study period for a course, the overseas student is studying at least one unit that is not by distance or online learning, unless the student is completing the last unit of their course.

3.2. ***Requests for CRICOS***

Where new or replacement courses; or existing courses that have never been offered to International Offshore Students, the following process applies:

a) The course must be updated in CAPS under the 'International Specification' section, certifying that the course meets the compliance requirements listed above. The CRICOS Application Status should be selected as "Will Apply For".

b) The course coordinator/school is responsible for completing a new CRICOS Code Application form.

c) Once the application form has been completed it should be sent to AQS via the school's Academic Programs Adviser for processing.

d) AQS will arrange for the application to be signed by the PEO, then submit to TEQSA, requesting a CRICOS code for the course.

e) Once approved, TEQSA enters the course into the PRISMS database.

f) The notice of registration is received by AQS from TEQSA and AQS enters the new CRICOS code into CAPS.

g) All relevant stakeholders are notified by AQS.

3.3. ***Suspension of a registered CRICOS code***

3.3.1. Criteria for suspending a CRICOS Code

Courses that no longer apply to international on-shore students may have their CRICOS registration suspended if any of the following criteria apply:

a) There are no Conformation of Enrolments (CoE) pending;

b) The course is no longer marketed to international on-shore students; and

c) The course is archived in CAPS.

3.3.2. Suspending a CRICOS code in CAPS

a) The School confirms with Admissions, Student Connect and Student Central for any CoE's. If there are no CoE's, a request is sent aqs@ecu.edu.au to suspend the CRICOS code.

b) AQS requests the suspension of the CRICOS code via email to TEQSA

c) TEQSA updates the CRICOS code as "suspended" in the PRISMS database. AQS is advised via email.

AQS removes the CRICOS code from the course in CAPS and advises stakeholders of the suspended CRICOS code.

4. Related Documents

Curriculum Approval, Amendment and Accreditation Policy
CRICOS Code Application form

5. Contact Information

For queries relating to this document please contact:

Procedures Owner	Manager, Academic Quality and Standards
All Enquiries Contact:	Manager, Academic Quality and Standards
Telephone:	08 6304 2179
Email address:	l.champion@ecu.edu.au

Version	Authorised by	Approval Date	Effective Date	Sections Modified
1.0	Manager, Academic Governance and Standards	June 2016	June 2016	N/A
2.0	Manager, Academic Governance and Standards	17 July 2016	17 July 2016	Minor revision to reflect academic organisation re-design
3.0	Manager, Academic Governance and Standards	3 August 2018	3 August 2018	Minor revision to include a Definitions table
4.0	Manager, Academic Quality and Standards	1 September 2020	1 September 2020	Minor revision to reflect organisation re-design