Course and Subject Management Procedure - CRICOS Registration

This Procedure is to be removed on 24 August 2020.

Section 1 - Background and Purpose

(1) In order to enrol international students who are student visa holders in courses offered at La Trobe's onshore campuses, the courses must be registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). This procedure outlines the mechanism by which courses are so registered and the register maintained.

(2) The Pro Vice-Chancellor (International) is responsible for the management of the University's CRICOS registrations.

Section 2 - Scope

(3) Refer to the [Course and Subject Management Policy](#).

(4) This procedure does not apply to courses offered to students studying outside Australia or wholly online courses.

(5) No instance of a course may be marketed as being available to international students who are student visa holders until CRICOS registration is received for that instance of the course.

Section 3 - Policy Statement

(6) Refer to the [Course and Subject Management Policy](#).

Section 4 - Procedure

Part A - Courses to be Registered

(7) The Pro Vice-Chancellor (International) will provide advice as part of course approval and major course revision processes as to whether a new or changed course may be delivered to student visa holders in line with the University's obligations under the [Educational Services for Overseas Students Act 2000](#).

(8) As a general principle, all courses should be registered with CRICOS. If a course is not to be registered a justification is to be provided on the course proposal form outlining why the course should not be made available for enrolment to international students who are student visa holders.

Part B - CRICOS Registration Checklist

(9) The relevant College Education Team Leader is responsible for completing a CRICOS registration checklist for all new courses approved by the Academic Board. The form will be submitted to La Trobe International for processing

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to La Trobe's Policy Library for the latest version.

Page 1 of 4

with the relevant Academic Board minute and the approved new coursework program proposal form attached.

(10) The Pro Vice-Chancellor (International) is responsible for providing a CRICOS Registration Checklist template. The template will be made available on the University's intranet site and will include:

a. The name of the course;
b. The campus location/s of delivery;
c. The Australian Qualifications Framework (AQF) Level of the course;
d. The broad, narrow and detailed field of education of the course;
e. The expected numbers of international and domestic students to enrol in the course in the next calendar year;
f. The language of delivery of the course;
g. The duration of the course in weeks;
h. The proportion of the course to be delivered in wholly online mode;
i. The proportion of the course to be delivered in blended mode;
j. An indication of whether the course is a foundation program;
k. An indication of whether the course contains a compulsory work integrated learning component, and if so, the total number of hours per week, the total number of weeks and the total number of hours students are required to spend undertaking the work integrated learning component; and
l. An indication of whether the course is to be delivered in conjunction with an external provider as part of a third party teaching arrangement, and if so, an indication of whether a formal agreement with the external provider has been executed.

(11) The Pro Vice-Chancellor (International) is responsible for working with College Education Teams to determine whether any approved major course revisions will impact on the ability to offer the course to student visa holders and seek amendments to existing CRICOS registrations as necessary.

(12) The Pro Vice-Chancellor (International) is responsible for providing advice to College Education Team Leaders on the status of CRICOS registration applications on an ongoing basis.

Part C - Courses with Third Party Providers

(13) Where a course is delivered in conjunction with an external provider as part of a third party teaching arrangement CRICOS registration will not be sought until a formal agreement with the external provider has been executed and additional necessary documentation, as determined by the Pro Vice-Chancellor (International) has been provided by the College.

Part D - Reporting on Registrations

(14) The Pro Vice-Chancellor (International) is responsible for providing reports to each meeting of the Coursework Committee detailing new CRICOS registrations approved in the relevant time period and CRICOS registrations pending in the relevant time period.

Part E - Annual Review

(15) The Pro Vice-Chancellor (International) is responsible for an annual review of all registered courses that will:

a. Determine that all courses currently available to enrolment to international student visa holders are correctly registered;
b. Review and as necessary update the course fee information for each course; and
c. For courses that have been closed for new enrolment, either suspend (where international student visa holders

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to La Trobe's Policy Library for the latest version.

Page 2 of 4

are still enrolled) or cancel (where no international student visa holders are still enrolled) the registration.

(16) A review report will be provided to the November meeting of Coursework Committee annually. The review will recommend any necessary changes to this procedure.

Part F - Information for Staff

(17) The Pro Vice-Chancellor (International) is responsible for maintaining an intranet site outlining the registration process and the responsibilities of various staff involved in the process.

Part G - Registration Fees

(18) CRICOS registrations do not generally attract a fee, but may do in some cases where a course involves third party delivery. The cost of any registration fees will be met by the College. The Pro Vice-Chancellor (International) is responsible for informing Colleges of any registration fees payable before the CRICOS application is submitted.

Section 5 - Definitions

(19) For the purpose of this Procedure:

a. AQF: The Australian Qualifications Framework. The AQF is the national policy for regulated qualifications in the Australian education and training system.
b. AQF Level: A taxonomic structure of levels and qualification types each of which is defined by a taxonomy of learning outcomes. For example, a Bachelor degree is AQF Level 7.
c. Blended mode: A subject that combines online and face to face delivery. Blended mode subjects are so identified in the La Trobe Course Information System
d. Course Instance: The individual campus offering a given course. A course with the same name may be offered at multiple campuses and each must be registered separately with CRICOS.
e. CRICOS: The Commonwealth Register of Institutions and Courses for Overseas Students. The CRICOS website provides details of those education institutions approved to recruit, enrol and deliver education and training services to overseas students, and details of their courses.
f. Foundation program: Courses designed for students to equip them with the skills and capabilities to seek entry into higher education programs in Australia. Generally, foundation programs provide an academic entry pathway to first year undergraduate study or its equivalent.
g. Third party teaching arrangement: A formal agreement between La Trobe and an external provider that involves the delivery of a La Trobe course to La Trobe students who are taught in whole or in part at the external provider's premises and/or by the external provider's staff.
h. Wholly online: Where the entirety of a subject is a delivered online. Wholly online subjects are identified as such in the University Course Information Management System
i. Work integrated learning: A component of a course undertaken in a workplace environment. This may include clinical or other workplace based placements and internships.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to La Trobe's Policy Library for the latest version.

Page 3 of 4

Status and Details

Status	Current
Effective Date	28th November 2016
Review Date	14th August 2021
Approval Authority	Academic Board
Approval Date	27th November 2016
Expiry Date	Not Applicable
Unit Head	Kelly Smith Pro Vice-Chancellor (International) +61 3 9479 5099
Author	Carmen Sica Manager, International Compliance and Recruitment Systems +61 3 9479 1774
Enquiries Contact	La Trobe International