Edith Cowan University
Procedures

Procedure Title: **ESOS and CRICOS Procedure**

Procedure Owner: **Manager, Academic Quality and Standards**

Keywords: **ESOS, CRICOS.**

This procedure must be followed to ensure the University complies with its obligations under the Education Services for Overseas Student (ESOS) Act.

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1.   INTENT

The purpose of this procedure is to ensure the Education Services for Overseas Student (ESOS) Act, related legislation and specific obligations placed on universities and education provides in relation to onshore international students is complied with.

International students wishing to study in Australia on a student visa can only apply for courses that have been entered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Register.

2.   ORGANISATIONAL SCOPE

This procedure applies to all Courses offered to, or intended to be offered to, International Onshore Students on a Student Visa.

3.   DEFINITIONS

The University Glossary applies to this procedure.

4.   PROCEDURE CONTENT

Criteria for CRICOS Course registration

4.1.   All Courses offered to, or intended to be offered to, onshore International Students must have a CRICOS Code and meet the Course requirements outlined in the *National Code of Practice for Providers of Education and Training to Overseas Students* (*National Code*).

4.2.   Where a School wishes to offer a Course to International onshore Students, the School must request a CRICOS code using the prescribed process and ensure the Course meets the requirements outlined in the Curriculum Accreditation Procedures.

4.3.   Academic Quality and Standards (AQS) is responsible for maintaining the currency and accuracy of the CRICOS register.

4.4.   AQS uses a curriculum management system (CAPS) as the definitive source of Course information and conducts regular monitoring of the CRICOS register against CAPS Course details. Schools must ensure that all Course details listed on CRICOS are updated in CAPS.

4.5.   AQS will update CRICOS listed Course tuition fee information annually. AQS will additionally check CRICOS listed Course offerings, tuition fees, delivery locations and Field of Education (FOE) codes against the information listed in CAPS and update where required.

4.6.   Courses that no longer apply to International onshore Students may have their CRICOS registration suspended or withdrawn if any of the following criteria apply:

a.   there are no Confirmation of Enrolments (CoE) pending;
b.   the Course is no longer marketed to International onshore Students;
c.   the Course is no longer ESOS-compliant; and
d.   the Course is archived in CAPS.

5.   ACCOUNTABILITIES AND RESPONSIBILITIES

The Procedures Owner is Manager, Academic Quality and Standards and has overall responsibility for the content of these procedures and their operation.

The Manager, Academic Quality and Standards is responsible for currency of information and provision of advice relating to these procedures.

6.   RELATED DOCUMENTS

Policies

Curriculum Accreditation and Evaluation Policy

Operational documents and resources

AQS SharePoint – CRICOS Guidance
Curriculum Accreditation Procedures

7.   CONTACT INFORMATION

For queries relating to this document please contact:

Procedure Owner	Manager, Academic Quality and Standards
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8.   APPROVAL HISTORY

Procedure approved by:	Manager, Academic Quality and Standards
Date procedure first approved:	June 2016
Date last modified:	1 September 2020
Revision history:	17 July 2016: Minor revision to reflect academic organisational re-design. 3 August 2018: Minor revision to include a Definitions table. 1 September 2020: Minor revision to reflect organisational re-design. 21 October 2024: Procedure re-drafted to remove internal operational steps and give additional clarity around CRICOS register maintenance.
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