Courses Lifecycle - Adding a Course to the CRICOS Register Procedure

Section 1 - Purpose / Objectives

(1) This procedure:

    a. Specifies key development, consultation, endorsement and approval steps and responsibilities involved in obtaining CRICOS registration for a course;

    b. Should be read in conjunction with the [Courses Lifecycle Policy](#);[Courses Lifecycle - Award Course Accreditation (HE) Procedure](#);[Courses Lifecycle - Award Course Approval (VET) Procedure](#); [Courses Lifecycle - Non-Award Course Approval (HE) Procedure](#); [Courses Lifecycle - Course Cessation and Student Transition (HE) Procedure](#); and [Courses Lifecycle - Course Approval Procedure - Higher Degrees by Research](#); and

    c. Outlines a key component within the lifecycle of award and non-award for all courses offered by VU to international on-shore students.

(2) The typical lifecycle of courses at Victoria University is described visually in [Figure 1](#).

Section 2 - Scope / Application

(3) This procedure applies to all award and non-award courses that will be offered to international onshore students.

Section 3 - Definitions

(4) Nil

Section 4 - Policy Statement

(5) Nil

Section 5 - Procedures

(6) The addition of a Victoria University course to the CRICOS Register must comply with:

    a. The ESOS Act; and

    b. Approval of senior management as outlined in [Figures 2](#) and [3](#)

(7) The addition of a Victoria University course to the CRICOS register requires the:

    a. Availability of the award or non-award course to international on- shore students;

    b. Confirmation by the Vice President (International) that there is international student demand for the course;

c. Determination of fees for CRICOS registration by the Pro Vice-Chancellor (Planning and Finance);

d. Determination of the requirement for a CRICOS code by the Pro Vice-Chancellor (Learning and Teaching); and

e. Final approval for inclusion of the course on the CRICOS register by the Principal Executive Officer for CRICOS.

(8) CRICOS templates that have been developed by external regulators must be used when adding a course to the CRICOS register. Templates for the specific course types (as noted) can be downloaded from:

a. ASQA website for Externally Accredited courses
b. TEQSA website for Internally Accredited and Non-Award courses
c. VRQA website for Senior Secondary courses

Section 6 - Guidelines

(9) Figure 2: Adding a New Course to the CRICOS Register

(10) Figure 3: Adding an Already Approved Course to the CRICOS Register

(11) Guidelines for adding a course to the CRICOS register can be downloaded from [insert link].

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