*This form is to be used by Federation University staff to register or amend Higher Education courses on CRICOS. Only courses approved for CRICOS registration can be marketed or offered to international students. To assist with the correct and timely submission of CRICOS application, the following form is to be completed by the relevant Institute/School and forwarded to International Quality at* *InternationalQuality@federation.edu.au* *Course details from this form will be used for submission to the Commonwealth Regulator, TEQSA (Tertiary Education Quality Standards Agency). An incomplete form without required supporting documentation may delay processing.*

***Please provide documents or links to the documents requested documentation as part of the CRICOS application and course transition requirements.***

[ ]  Course Modification documentation [ ]  Student communication *(as required – refer Section 3)*

[ ]  Excerpt of Academic Board Minutes indicating approval of course (for all new courses or modifications approved pre-2023)
[ ]  ‘Rebadging of Award Form’ / ‘Course Discontinuation Form’ / ‘New, Discontinued and Reactivated Courses Form (Higher Education)’ (*as required – refer Section 2 – Amendment to Existing Course*)

***Section 1: Course Information***

|  |  |
| --- | --- |
| **Institute/School:**  | **Course Name (as approved by Academic Board):**  |
| **Course Code:** | **Course Plan (if other streams of the course exist):** |
| **Is this a Higher Degree by Research Course?** | [ ]  **Yes** [ ]  **No**  |
| **Professional Accreditation Requirements** Are there professional accreditation requirements for this course? | [ ]  **Yes** [ ]  **No** If yes, provide link showing evidence of the accreditation approval. |
| **Is this a dual, hybrid or embedded qualification?**  |  [ ]  **Yes** [ ]  **No** If yes, please provide details of all courses included and attach completed additional CRICOS Application Forms: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Duration**: (TOTAL weeks)(Please note, courses are to be registered for a full 52 weeks per year) | [ ]  26 weeks (6 months) [ ]  52 weeks (1 year) [ ]  104 Weeks (2 years) [ ]  156 weeks (3 years) [ ]  208 weeks (4 years) [ ]  Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Annual Course Fee**: (from approved Schedule of Fees) | $ |
| **Non-tuition fees:** Fees that students will pay other than tuition fees (for example compulsory field trips, uniforms, equipment, replacement ID cards, books**.** | $ |
| **Date of Institute/School Board Approval:** |  | **Date of Curriculum Committee Approval:** |  | **Date of Academic Board Approval:**  |  |
| **Field of Study (as per course approval)**:*ASCED codes (Six-digit code)* |  |  |  |  |  |  |
|

|  |  |
| --- | --- |
|  | **Location of Delivery (please tick all applicable)** |
| Mt Helen |[ ]  Camp St |[ ]  SMB |[ ]
| Gippsland |[ ]  Berwick |[ ]  ATMC Kent Street |[ ]
| ATMC Melbourne |[ ]  ATMC Sydney |[ ]  IIBIT Adelaide |[ ]
| IIBIT Sydney |[ ]  MIT Melbourne |[ ]  MIT Sydney |[ ]

 |
| **Is the course full time?** | [ ]  Yes | [ ]  No |
| **Does the course contain online units?** (Online learning cannot be more than 1/3 of course and there must be at least 1 face-to-face unit per teaching period) | [ ]  Yes | [ ]  No |
| If yes, please specify unit names: |  |
| **Does the course contain mandatory Work Integrated Learning (WIL)** | [ ]  Yes | [ ]  No |
| *If yes, please specify:* | ***Unit code or name:*** | ***WIL hours per week*** | ***WIL total weeks*** | ***WIL total hours*** |
| *(Insert lines as required)* |  |  |  |  |
|  |  |  |  |  |

***Section 2: Type of Application***

|  |
| --- |
|  [ ]  **New Course** **(Please provide Curriculum Documents, Course modification documents, excerpt of Academic Board Minutes)** |
| **1st intake of international students:**  | ***Semester / Month:*** | ***Year:*** |
|  |  |
| **Potential Course Student Capacity:** | **Number of domestic students expected to enrol:** | **Number of international students expected to enrol. (For Partner Providers insert minimum number as listed in PP agreement)** |
|  |  |
| **Does this course replace another course?** [ ]  **Yes** [ ]  **No** *(if yes, please specify):* | ***Course Title:*** | ***Code:*** |
|  |  |
| **Additional information** | **Tick box** |
| No more than one-third of the course is delivered online  | [ ]  |
| Course details are listed on Course Finder. Must relate to Teaching Location. At this stage should only be available to domestic students.  | [ ]  |
| Request to add course fee to Fee Schedule/s has been lodged with Student Finance | [ ]  |
| For courses to be delivered at Partner Provider teaching locations, a new agreement or variation to agreement has been signed by both parties and is on file in the Legal Department. | [ ]  |

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| [ ]  **Amendment to Existing Course** (Please also provide ‘Rebadging of Award Form’ / Course Discontinuation Form’ / ‘New, Discontinued and Reactivated Courses Form (Higher Education)’ as required) |
| **Course Name**: | **Course Code:** |
| **Current CRICOS number:** |  |
| **Description of proposed course amendment** | Click or tap here to enter text. |
| **Course Structure Amendment** |  [ ]  **Yes** [ ]  **No** *(if yes, please attach previous and new course structure):* |
| ***Proposed* Annual Course Fee**: (from approved Schedule of Fees) | $ |
| ***Proposed* Non-tuition fees:** Fees that students will pay other than tuition fees (for example compulsory field trips, uniforms, equipment, replacement ID cards, books**.** | $ |
| **Has the volume of online units changed?** (Online learning cannot be more than 1/3 of course and there must be at least 1 face-to-face unit per teaching period) | [ ]  Yes | [ ]  No |
| If yes, please specify unit names: |
| **Current Mandatory Work Integrated Learning (WIL)** | ***Unit code or name:*** | ***WIL hours per week:*** | ***WIL total weeks:*** | ***WIL total hours:*** |
| *(Insert lines as required)* |  |  |  |  |
| ***Proposed* Mandatory Work Integrated Learning (WIL)** | ***Unit code or name:*** | ***WIL hours per week:*** | ***WIL total weeks:*** | ***WIL total hours:*** |
| *(Insert lines as required)* |  |  |  |  |
| **Date of Institute/School Board Approval:** |  | **Date of Curriculum Committee Approval:** |  |
| **Course Transition Plan** (for discontinued and amended courses)*ESOS Act (Section 46A) defines provider default: “if the provider fails to start to provide the course to the student at the location on the agreed starting day”. Discontinuing or resting a course triggers provider default obligations for prospective accepted and currently enrolled students.* |
| [ ] Federation University’s “Approval and Maintenance of Award Course (Higher Education)” procedure has been read and applied.[ ] Section 3 – ‘International Course CRICOS Discontinuation Request’ has been completed and advises discontinuation details and prospective and current student transition processes; communication sent to current international students is attached. [ ]  International Student Compliance has been advised. |

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|  [ ]  **Exit Point** (**This course is only offered as an early exit point and will not be available for direct admission).** |
| **What is the ‘parent course’? (Course name / Course code / CRICOS code):** |

***Section 3: CRICOS Registered Course Discontinuation Request***

*Please note that this section should only be completed when an Institute/School no longer wants to offer a course to commencing international students for future intakes. Once International Quality receives the signed form from the Institute/School, the course will officially be discontinued and removed from the CRICOS Register, making it unavailable to international students.* ***If applicable, communications to currently enrolled international students, detailing student transition processes, must be submitted with this form.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name:** |  | **CRICOS Code:** |  |
| **Course Code:** |  | **Course Plan:** |  |
| **Date CRICOS discontinuation is effective from:** |  | **Are there students currently enrolled in the course being discontinued?** | [ ]  **Yes** [ ]  **No**If yes, will students be taught out in the old course?[ ]  **Yes** [ ]  **No** |
| **Is there a replacement course?****If yes:****What is the CRICOS code?****Or****Has a CRICOS course application been submitted?** | [ ]  **Yes** [ ]  **No**Click or tap here to enter text.Click or tap here to enter text. | **If current students are not being taught out in the old course, will they be transitioned into a replacement course?**Note: Federation University is legally obliged to provide students with a new offer or the option of a full refund of tuition fees. | [ ]  **Yes** [ ]  **No** |
| **If there is no Federation University alternate course, is another provider course to be offered:** | [ ]  **Yes** [ ]  **No** | **If yes, other provider alternate course code and course plan:** |  |
| **Other Federation University courses impacted (i.e. nested courses):** |  | **Pathways in or out affected by this discontinuation? i.e. credit arrangements or articulation agreements:** |  |
| **Current and accepted students have been advised of proposed changes (copies of correspondence attached):** | [ ]  **Yes** [ ]  **No** | **Academic Board has approved course discontinuation (extract of minutes attached):** | [ ]  **Yes** [ ]  **No** |
| **International Student Compliance have been notified to identify if provider default is required or not:** | [ ]  **Yes** [ ]  **No** |  |  |

***Section 4: Executive Dean of Institute / School Approval***

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| The Institute/School has the staff capabilities, education resources and premises, adequate for this course to support international students, including monitoring enrolment loads, progression, and academic progress. |[ ]
| The course is fulltime, contains no more than 1/3 online delivery in total and has one face-to-face unit per teaching period. |[ ]
| Any work integrated learning required to be undertaken to graduate from the course is compulsory, and appropriate arrangements are in place for supervision and assessment of overseas students. |[ ]
| Evidence of Professional Accreditation approval is attached, (if required). |[ ]
| Academic and Fees approval has been granted by the Federation University Australia Council for the above course. |[ ]

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| **I request this course be submitted to the relevant authority for variation to current CRICOS registration.** |
| **Printed Name:** | **Signature:** | **Date:** |

***Section 5: Principal Executive Officer Approval (International & Strategic Compliance Use only)***

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| **I approve the submission to the relevant authority for variation to current CRICOS registration.** |
| **Printed Name:** | **Signature:** | **Date:** |

|  |
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| **International and Strategic Compliance use only** |
| **Checklist** | **Completed** | **Notes** | **Date** |
| PEO Approval |[ ]   |  |
| TEQSA Application submitted |[ ]  App. No: |  |
| TEQSA Approval received |[ ]  CRICOS code: |  |
| CRICOS Register updated |[ ]   |  |
| International Student Compliance, Global Professional Services, International Admissions, Student Admissions, Student Finance, International Marketing, PMC, AcademicServices & Support, Institute all Informed of registration, course changes & CRICOS number. |[ ]   |  |