

Overview

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) requires UNE to demonstrate compliance with the National Code 2018 at the point of CRICOS registration and throughout its CRICOS registration period.

This compliance requirement also applies to overseas students enrolled in courses delivered in association with another provider where UNE is the registered provider. UNE is responsible for breaches of the National Code, whatever the nature of its contractual or other arrangements with another provider.

1. Requirements

Under Standard 11 of the National Code 2018 UNE must meet these additional registration requirements.

- 1.1 In applying to register a full-time course at a location, UNE must seek approval from TEQSA for the following (Standard 11.1):**
 - 1.1.1 The course duration, including holiday breaks;
 - 1.1.2 Modes of study, including online, distance or work-based training;
 - 1.1.3 Number of overseas students enrolled at UNE, within the limit or maximum number approved by TEQSA for each location; and
 - 1.1.4 Arrangements with other education providers, including partners, in delivering a course or courses to overseas students.
- 1.2 In seeking approval under 11.1, UNE must demonstrate any matters requested by TEQSA which may include but are not limited to the following (Standard 11.2):**
 - 1.2.1 the expected duration of the course does not exceed the time required to complete the course on the basis of full-time study – for VET courses, this is a minimum of 20 scheduled course contact hours per week unless specified by any accrediting authority
 - 1.2.2 the expected duration of the course includes any holiday periods or any work-based training
 - 1.2.3 any work-based training to be undertaken as part of the course is necessary the student to gain the qualification and there are appropriate arrangements for the supervision and assessment of students
 - 1.2.4 the course is not to be delivered entirely by online or distance learning
 - 1.2.5 UNE and any partner engaged to deliver a course or courses to overseas students has adequate staff and education resources, including facilities, equipment, learning and library resources and premises as are needed to deliver the course to the students enrolled with UNE
 - 1.2.6 the maximum number of overseas students proposed by UNE for the location reflects the appropriateness of the staff, resources and facilities for the delivery of the course.
- 1.3 UNE must submit to TEQSA for approval information on any proposed changes to the UNE's registration for a course as outlined in standard 11.1 at least 30 days prior to the time at which those changes are proposed to take effect (Standard 11.3).**

- 1.4 UNE is self-accrediting and must undertake an independent external audit during our period of CRICOS registration, within 18 months prior to renewal of the registration to inform the re-registration of UNE (Standard 11.4).

2. Procedures

Procedures related to **Additional Registration Requirements Guidelines** are outlined in *CRICOS Management – International Operating Procedure*.

Administration

Document Type: Guidelines

Administrator: Director, UNE International

TRIM reference: A12/304

Date approved: 11 September 2018

Due for review: 10 September 2020, or earlier if necessary

Responsible party for review: Manager International Services & Compliance

Approved by: Director, UNE International



Ingrid Elliston

Related policies or other documents:

UNE Refund of Tuition Fees for International Students

Related information:

UNE Academic Quality & Analytics Unit – manages UNE’s quality assurance processes and UNE’s registration as a higher education provider under the TEQSA Act

CRICOS Management – International Operating Procedure (D17/194384)

ESOS and National Code 2018 – Department of Education and Training <https://www.education.gov.au> - ESOS legislative framework

TEQSA – (Tertiary Education Quality and Standards Agency) ESOS Agency: <https://www.teqsa.gov.au>