

ELICOS Registration Procedure

Section 1 - Preamble

(1) Charles Darwin University ('the University,' 'CDU') is a self-accrediting higher education provider and must ensure that the development, approval, delivery and discontinuance of ELICOS courses comply with the following regulations as set out in the [Educational Quality and Excellence Framework Policy](#):

- a. [Education Services for Overseas Students Act 2000](#); and
- b. [ELICOS Standards 2018](#).

Section 2 - Purpose

(2) This procedure outlines the requirements and process to approve and register ELICOS courses with [TEQSA](#).

Section 3 - Scope

(3) This procedure applies to the registration of ELICOS courses with [TEQSA](#).

(4) This procedure does not apply to Higher Education courses and units, Higher Degrees by Research, Vocational Education and Training courses or other non-award courses and micro-credentials.

Section 4 - Procedure

ELICOS product prioritisation

(5) The Vice-Chancellor decides as to the strategic fit and financial viability of the ELICOS course.

(6) Prior to course registration for a new ELICOS course, the Course Proposer must prepare a business case in the curriculum management system (CMS) for endorsement by the Faculty Pro Vice-Chancellor.

(7) The business case must provide adequate information to decide whether the course should be added in the University's product portfolio, including:

- a. course overview;
- b. course strategic rationale analysis;
- c. course student demand;
- d. course risk management;
- e. course resources; and
- f. key stakeholder review.

(8) Curriculum planning and design cannot commence until the business case is submitted by the Faculty Pro Vice-Chancellor to the Vice-Chancellor and approved.

ELICOS course planning and design

(9) During the course planning and unit design phase, the Academic Programs Committee conducts a quality review and ensures compliance with the academic requirements of the University and legislation prior to application to [TEQSA](#) for approval.

(10) Once a new ELICOS course is prioritised and approved for course development by the Vice-Chancellor, the Faculty must prepare a course plan and design in the CMS.

(11) All ELICOS course plans must be completed using the approved template in the CMS. The plan must include, at a minimum:

- a. course detail, including;
 - i. any third-party delivery arrangements;
 - ii. description of premises, facilities, and equipment;
- b. offering information, including;
 - i. projected student numbers;
 - ii. availability (semester, start date, duration, location, and mode);
- c. admission information, including entry requirements;
- d. marketing information, including;
 - i. course description;
 - ii. student profile; and
- e. incidental fees and costs.

(12) All ELICOS course designs must be completed using the approved template in the CMS. The design must include, at a minimum:

- a. course overview, including;
 - i. description;
 - ii. learning outcomes;
 - iii. pathways;
 - iv. course duration in weeks (by contact hours and scheduled holiday breaks);
 - v. contact hours per week (scheduled face-to-face contact of at least 20 hours, plus expected personal/private study);
- b. delivery and assessment, including;
 - i. teaching and learning overview;
 - ii. learning activities, including the relationship to outcomes;
 - iii. assessment tasks, including the relationship to outcomes;
 - iv. student support;
 - v. educational resources;
 - vi. staffing (academic leadership, teaching, support); and
- c. course annual review.

(13) All ELICOS unit designs must be created as standalone units in the CMS, even where the information duplicates course design content. Unit-level data feeds downstream systems, including the unit catalogue and the learning management system (LMS). Information contained in the unit design must be consistent with, and accurately reflect, the approved course design. Unit designs must include at a minimum:

- a. unit details;
- b. unit description;
- c. pre-requisite/assumed knowledge, co-requisite if applicable;
- d. unit learning outcomes;
- e. assessment tasks including relationship to unit learning outcomes;
- f. learning activities and design;
- g. unit offerings; and
- h. incidental fees and costs.

(14) The Faculty Learning and Teaching Committee (FLTC) must endorse the ELICOS course and new unit/s design in the CMS.

(15) Once the FLTC endorses the ELICOS course and new unit/s design in the CMS, it must be reviewed and approved by the Academic Programs Committee.

(16) Once the Academic Programs Committee approves new ELICOS courses and units, an application, including a Self-Assurance Report, is submitted to [TEQSA](#) for approval.

- a. Once an ELICOS course has been approved by TEQSA it will be added to the CRICOS register.

Course review and amendments

(17) All ELICOS courses must be subject to three levels of review and reporting:

- a. Annual course review (ACR): quality improvements must be identified and reported on in accordance with the [Annual HE Course Review Procedure](#). Course improvement plans must be approved by FLTC and submitted to Academic Board for noting.
- b. Major course review: conducted at least once every 7 years for the purposes of re-registration. These reviews are informed by previous annual course reviews, student feedback at the unit level, student cohort success and satisfaction, assessment methods and grading, and benchmarking against comparable courses. The outcomes of the major course review must inform the business case for re-registration or discontinuation as set out in this procedure.
- c. Self-assurance report: prepared as part of each CRICOS application and re-registration process. The report must align to TEQSA requirements and evidence compliance with compliance with the [ELICOS Standards 2018](#) and the [Education Services for Overseas Students Act 2000](#). The self-assurance report must draw on evidence from annual course reviews and major course reviews, and address governance, staffing, delivery and assessment, students support, resources, and student outcomes.

(18) Annual course reviews, major course reviews, and self-assurance reports may result in amendments, revision, suspension and/or discontinuation of ELICOS courses.

(19) All amendments to ELICOS courses and units are considered major amendments due to CRICOS and TEQSA compliance requirements.

(20) When an amendment is made, both the course design template and the related unit design templates in the CMS must be updated together to ensure consistency across course and unit records.

(21) Major amendments must be submitted through the CMS, endorsed by the FLTC, and approved by the Academic Programs Committee.

(22) Any amendments involving change to course title, delivery mode, course duration (in weeks), scheduled contact

hours, or third-party arrangements must also be submitted to [TEQSA](#) for approval before the amended course can be offered.

(23) The Chair of the Academic Programs Committee will determine if the changes are so significant that the Faculty Pro Vice-Chancellor must submit a business case for re-registration as detailed in this procedure.

(24) Proposals for course discontinuation are submitted through the CMS and endorsed by the Faculty Pro Vice-Chancellor, followed by an Academic Programs Committee review and Vice-Chancellor approval. The Vice-Chancellor may initiate and approve course discontinuation without the approval of the Faculty Pro Vice-Chancellor.

- a. Once an ELICOS course is approved for course discontinuation it will enter a teach-out period. At the conclusion of the teach-out period, the course will be closed and removed from the CRICOS register.

Section 5 - Non-Compliance

(25) Non-compliance with governance documents is considered a breach of the [Code of Conduct - Employees](#) or the [Code of Conduct - Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2025](#) and the [Code of Conduct - Students](#).

(26) Complaints may be raised in accordance with the [Complaints and Grievance Policy and Procedure - Employees](#) and [Complaints Policy - Students](#).

(27) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

Status and Details

Status	Current
Effective Date	13th February 2026
Review Date	13th February 2029
Approval Authority	Academic Board
Approval Date	13th February 2026
Expiry Date	Not Applicable
Responsible Executive	Louise King Deputy Provost
Implementation Officer	Natasha McCrae Associate Director Course Accreditation and Registration
Enquiries Contact	Natasha McCrae Associate Director Course Accreditation and Registration Teaching and Learning Connect

Glossary Terms and Definitions

"Faculty" - An organisational and academic unit in the University that delivers courses and conducts research.

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.

"Governance document" - means policy or procedure published in the Governance Document Library. Policies and procedures are collectively called 'governance documents' and are often referred to as 'policy' or 'University policy'.