

## 1. Purpose of procedures

The following procedures identify the processes to be followed in developing, approving, recording and submitting documentation of Material Change Notifications from USC to the Tertiary Education Quality and Standards Agency (TEQSA) pursuant to the Tertiary Education Quality and Standards Act 2011.

## 2. Overview

2.1. USC must notify TEQSA of any events that happen, or are likely to happen, that will either significantly affect USC's ability to meet the Higher Education Standards Framework or require updating of USC's entry on the National Register of Higher Education Providers.

2.2. The Vice-Chancellor and President has responsibility for approving the content of any Material Change Notification.

2.3. The notification must be given no later than 14 days after the day that USC would reasonably be expected to have become aware of the change/event.

## 3. Material Changes related to the National Register of Higher Education Providers and the Higher Education Standards Framework

3.1. The Quality Office in the Office of the Deputy Vice-Chancellor (Academic) has responsibility for ensuring information about USC recorded in the National Register of Higher Education Providers is correct, and actioning any material change notifications pertaining to that information.

3.2. Members of the University community who identify possible material changes related to USC's ability to meet the Higher Education Standards Framework and that may need to be notified to TEQSA, should advise the Quality Office by email of those matters in the first instance.

3.3. The Quality Office will investigate and determine if there is a need for a material change notification to be made to TEQSA.

3.4. Where a material change notification to TEQSA is required, the Quality Office will draft documentation according to TEQSA requirements and refer it to the designated officer before referring the documentation to the Vice-Chancellor and President for approval and submission to TEQSA.

3.5. The Vice-Chancellor and President will inform the University Council of any material change notifications submitted to TEQSA.

3.6. A copy of any notification of material change submitted to TEQSA will be recorded in USC's corporate records management system by the Quality Office. Any subsequent documentation from or to TEQSA related to the notification will be forwarded to the Quality Office for recording.

END

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE EXECUTIVE MEMBER

Vice-Chancellor and President

### DESIGNATED OFFICER

Deputy Vice-Chancellor (Academic)

### FIRST APPROVED

13 June 2012

### LAST AMENDED

30 October 2020

### REVIEW DATE

25 July 2022

### STATUS

Active

### RELATED DOCUMENTS

[Compliance Management Framework - Governing Policy](#)

[Governance Framework - Governing Policy](#)

### LINKED DOCUMENTS

[Governance Framework - Governing Policy](#)

### SUPERSEDED DOCUMENTS

[Notification of Material Changes - Managerial Policy](#) | [Notification of Material Changes - Procedures](#)

### RELATED LEGISLATION / STANDARDS

[Education Services for Overseas Students Act 2000](#)

[Tertiary Education Quality and Standards Agency \(TEQSA\) Act 2011](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

[usc.edu.au/policy](http://usc.edu.au/policy)