

Policy Name:	Visiting Graduate Student Policy		
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Policy Statement

Nipissing University encourages research and academic collaboration with students outside of Nipissing University. The terms within this policy are designed to facilitate this collaboration through three Visiting Graduate Student avenues: the Ontario Visiting Graduate Student program, as a Special Interest/Non-Degree Graduate Student, and as a Visiting Graduate Student Researcher. Visiting Graduate Students are valued contributors to the overall research and academic landscape at Nipissing University.

Reason for Policy

Hosting visiting Graduate Students supports unique opportunities for collaboration, knowledge translation, recruitment, and to enhance Nipissing’s reputation as a destination for high calibre research and graduate education. This policy fills a void for clear standards of practice surrounding the unique experiences of admitting, welcoming, and hosting Visiting Graduate Students. This policy also addresses new areas of growth for Nipissing University in the Visiting Graduate Student space.

Policy Applies to

- All units of the university

Who Should Read this Policy

- Registrar’s Office
- Recruitment
- Student Financial Services
- Office of Research, Innovation, and Graduate Studies
- Graduate Program Coordinators
- All faculty
- Associate Deans and Deans

Contacts and FAQs

Contact sgs@nipissingu.ca for the following questions:

As a Nipissing University graduate student, how do I apply to take a course at another Ontario University?

As a graduate student at an Ontario university, how do I apply to take a course at Nipissing University and have it count toward my home degree program?

How do I come to Nipissing University to conduct research as part of my graduate degree elsewhere?

How do I apply to take a graduate course at Nipissing University if I’m not registered in a graduate degree program or, in a degree program outside of Ontario? (also contact admissions@nipissingu.ca).

Definitions

Visiting Graduate Student Researcher: Refers to a student registered in a graduate program at another institution, domestically or internationally, who seeks to conduct research at Nipissing University related to their degree program at their home institution.

Special Interest/Non-Degree Graduate Student: Refers to a student, enrolled in a graduate program outside of Ontario or internationally, seeking to take courses at Nipissing University for their degree program at their home institution. It also refers to students not registered in a degree program, domestically or internationally, who seek to take graduate level courses at Nipissing University based on interest, improving academic standing, professional development, etc.

Ontario Visting Graduate Student: Refers to a student registered at an Ontario university (home university) who seek to take courses at another Ontario university (host university) for their degree program at the home university.

Host University: Refers to the institution that is hosting the visiting student.

Home University: Refers to the institution where the visiting student is registered in a degree program.

The Policy

1. Ontario Visiting Graduate Students

As per the Ontario Council of Graduate Studies, the Ontario Visiting Graduate Student (OVGS) Program allows graduate students at an Ontario university (Home University) to take graduate courses at another Ontario university (Host University) while remaining registered at their own university. The OVGS Program allows the student to bypass the usual application for admission procedures. Graduate students pay their normal fees to their Home University and are classed as a 'Visiting Graduate Student' at the Host University where they do not pay fees.

1.1 Admissions Process

- Nipissing University graduate students wanting to take a course at another Ontario university should visit our [OVGS website](#) to learn how to apply to the OVGS Program.
- Graduate Students at another Ontario university who want to take a graduate course at Nipissing University should apply to the OVGS program via their Home University.

1.2 Courses

- The course(s) selected must be at the graduate level and required for the student's degree program.
- If the student enrolls in a course at another university that is not required for their degree requirements (i.e., over and above degree requirements) or requests to audit the course, the student will be billed the course fee through their Home University.
- The student is subject to any regulations of their Home University with respect to the maximum number of courses which may be taken at another Ontario university.
- Nipissing University graduate students may not complete more than 6 credits of their course requirements outside of Nipissing University or outside of the degree program.

1.3 Enrollment and Registration

- Once the OVGS application is approved by both the Home and Host Universities, the student is registered and enrolled in the course(s) for the term(s) indicated on the form. The student must pay their standard program/tuition fees to their Home University for the term(s) during which the course takes place.

1.4 Transfer of Credit

- By approval of the OVGS application form, the Home University agrees to credit work done at the Host University towards the student's degree program, so long as the student remains in good standing.
- The student is responsible for arranging to have an official record (e.g. an official transcript) sent by the Host University to the School of Graduate Studies at the Home University as soon as the final mark is available. The student is required to pay any costs connected with this service (e.g. transcript charges). An interim report may be provided by the Host University in the form of a signed memorandum by the instructor of the course. Failure to meet this responsibility may result in a failing grade for the OVGS course(s) at the Home University.

1.5 Withdrawal from Course(s) in the OVGS Program

- An official withdrawal form is available in all Graduate Studies offices for Ontario Visiting Graduate Students. The student is responsible for notifying the Graduate office at both the Host and the Home University of their withdrawal as soon as possible by completion of the Home University's withdrawal form. The official withdrawal date is that pertaining to the Host University. Failure to notify the appropriate parties of withdrawal may result in the student being assigned a failing grade for the course. Nipissing University graduate students can visit our [OVGS website](#) for instructions on how to withdraw from course(s) in the OVGS program.

1.6 Responsibilities of students in the Ontario Visiting Graduate Student Program

- To ensure that the Ontario Visiting Graduate Student application form is completed, submitted, and approved by all required parties of their Home University prior to the beginning date of the course(s).
- To arrange to have an official record of their final mark sent to the School of Graduate Studies of their Home University as soon as the final results of the course(s) are known.
- To ensure that the OVGS Withdrawal form is filed with the Graduate Office of the Home University and the Host University at the earliest possible date should they decide to withdraw from a course at the Host University (see above).

1.7 Responsibilities of the Home University

- By signing an OVGS application form the Home University certifies that the student:
 - is pursuing the graduate degree as indicated on the form,
 - is in good standing at the Home University,
 - requires the specified course(s) to satisfy their degree requirements,
 - will receive course credit for the course (providing suitable standing is obtained).

1.8 Responsibilities of the Host University

- By signing an OVGS application form the Host University certifies that the student:
 - the course(s) specified will be offered during the term(s) indicated,
 - the student will be assured a place in the course,
 - the student will be identified as a 'Visiting Graduate Student' and will not be reported for formula entitlement as per the Ministry of Colleges, Universities, Research Excellence and Security (MCURES).

2 Special Interest/Non-Degree Graduate Students

- Out-of-province and non-degree students who are interested in taking graduate-level courses at

Nipissing University may apply for Special Interest/Non-Degree Graduate Student status at Nipissing University.

- Special Interest/Non-Degree Graduate Students enrolled in a graduate degree program elsewhere may have their courses completed at Nipissing University for credit at their home degree program (subject to approval of the Home Institution).
- Special Interest/Non-Degree Graduate Students who are not currently registered in a graduate degree program may register as non-degree students.
- Both degree and non-degree students may take up to two half (3 credit) or one full graduate level course (6.0 credits total) at Nipissing University. If the Special Interest/Non-Degree Graduate Student wishes to pursue more than 6.0 credits, they must apply for admission to a graduate program at Nipissing University.

2.1 Course Offerings

All graduate courses are eligible to host Special Interest Graduate Students except for the following:

- PhD level courses
- EDUC 5186 Research Project & Seminar
- Major Research Paper Courses
- Thesis Project Courses
- Independent or Directed Studies

2.2 Admission

- To be eligible for Special Interest/Non-Degree Graduate Student admission, students must meet the minimum admission requirements of the respective graduate program through which the course(s) is being offered. To view our admission requirements, visit: <https://www.nipissingu.ca/academics/school-graduate-studies/application-process>.
- Nipissing University reserves the right to deny applications for Special Interest/Non-Degree Graduate Students to prioritize course enrollment for degree seeking graduate students.

2.3 Billing

- Special Interest/Non-Degree Graduate Student are billed a per course fee plus ancillary fees. Fees paid as a Special Interest/Non-Degree Graduate Student cannot be applied to any subsequent degree program. To view our current fee structure, visit: [\[insert link once available\]](#)

2.4 Transfer of Credit

- Degree earning Special Interest Graduate Students are responsible for arranging to have an official record (e.g. an official transcript) sent from Nipissing University to their Home University. They are also responsible for obtaining the appropriate approvals for transfer credit as outlined at their Home University. The student is required to pay any costs connected with this service (e.g. transcript charges).

3 Visiting Graduate Student Researchers

Graduate students registered in a degree program domestically or internationally, may visit Nipissing University to conduct research related to their degree program at home. Visiting Graduate Student Researchers must first secure a faculty supervisor at Nipissing University who agrees to supervise and mentor the visiting student throughout the duration of their stay.

3.1 Eligibility:

3.1.1 Visiting Graduate Student Researchers must:

- Be registered in a full-time degree program in good standing at an accredited post-secondary institution (Home Institution).
- Have written permission from their Home Institution to conduct research at Nipissing University.
- Demonstrate that proposed research activities are essential and beneficial to their degree program at home.
- Intend to visit Nipissing University for research experience and training that will complement their research for the degree program at their Home University.
- Have secured a faculty supervisor at Nipissing University and have written confirmation from the supervisor detailing the nature of the research and mentorship to be conducted through the visit.
- Visit Nipissing University for a minimum of one month to a maximum of one year (12 months).
- Have appropriate funding from sources outside of Nipissing University to cover the costs of their travel and stay for the duration of their visit.

3.1.2 In addition to the above, international Visiting Graduate Student Researchers also must:

- Have sufficient funding to be eligible to enter Canada and study and work in this program.
- Apply for the appropriate authorization under Canadian immigration laws to enter Canada and conduct research for the proposed length of time. Note: visa posts from different countries have different processing times for visas, study permits, and work permits. Visiting Graduate Student Researchers are encouraged to apply for their necessary visas and permits according to the processing times of their country to arrive to Canada on time for the visitation period.

3.2 Admissions

The procedure for applying to become a Visiting Graduate Student Researcher at Nipissing University can be found on [our website](#).

Acceptance is at the discretion of the Office of Research, Innovation, and Graduate Studies.

3.3 Fees

Visiting Graduate Student Researchers are not typically charged fees to enroll as a researcher at Nipissing University. However, there may be some instances where fees may be applied (determined on a case-by-case basis). Examples of potential costs include but are not limited to specialized software licenses, bus passes, residence fees, official letters, locker fees, etc. The Visiting Graduate Student Researcher is responsible for paying any applicable fees to Nipissing University through the Finance Office by the posted deadline.

3.4 Terms of Visitation:

Visiting Graduate Student Researchers will,

- Abide by all Nipissing University policies and procedures including, but not limited to, Intellectual Property, Research Ethics, Health and Safety.
- Register in the applicable placeholder course for the purposes of email and facility access.
- Not be permitted to register in academic classes at Nipissing University except for the placeholder noted above.
- Not be registered in a degree program at Nipissing University.
- Not normally visit Nipissing University beyond a 12-month period. Extensions beyond 12 months should only be requested under extenuating circumstances.

- Pay any applicable fees to Nipissing University according to the fee instructions and posted deadlines.

Forms and Tools

Please consult these websites for the appropriate forms and processes related to visiting Nipissing University.

Ontario Visiting Graduate Student Program: <https://www.nipissingu.ca/academics/school-graduate-studies/ontario-visiting-graduate-student-program>

Special Interest/Non-Degree Graduate Student: [will be linked once new initiative is approved]

Visiting Graduate Student Researchers: <https://www.nipissingu.ca/academics/school-graduate-studies/forms-procedures/visiting-student-forms>

Procedure:	
Related Policy:	Responsible Office:
Effective date:	Revisions:

Ontario Visiting Graduate Student Program

1. Admissions Procedure

1.1 The student completes an [Ontario Visiting Graduate Student Application form](#). On this form the student must indicate the course(s) to be taken and the term during which the course is offered at the Host University. The form must be signed in this order:

- the student’s research supervisor or faculty advisor
- the Program Coordinator/Chair
- the Faculty Dean
- the Dean of Graduate Studies (or equivalent)
- The School of Graduate Studies will then send the form to the Host University for approval.

*Admission is not complete until all signatures have been obtained by the appropriate parties at the Home University, and the Department Chair and Graduate Dean of the Host University.

2. Nipissing University OVGS Procedure

2.1 The student completes the OVGS Application form and submits it to the following parties for approval, in this order:

- Research Supervisor or Faculty Advisor
- Graduate Program Coordinator/Chair
- Faculty Dean

2.1.2. The Faculty Dean then sends the application to the School of Graduate Studies for the Associate Dean of Graduate Studies to approve.

2.1.3. The School of Graduate Studies will send the form to the Host University for approval by the Graduate Dean.

2.1.4. Once the form is submitted to the Host University, the student is considered registered in the course.

2.1.5. The Registrar’s Office sends the students instructions for accessing course materials, their Nipissing email address, and course registration information, where needed.

2.1.6. The student obtains an official record (e.g. transcript) from the Host University and sends it to the School of Graduate Studies and the Registrar’s Office.

*Failure to comply with the OVGS Policies and Procedure may result in the students’ application being denied.

SPECIAL INTEREST/NON-DEGREE GRADUATE STUDENTS

1. Admissions Procedure

- 1.1. **OUAC:** Students will apply for admission through the OUAC portal by the posted deadline and pay the application fee.
- 1.2. **Supplemental Forms:** Students will submit their official transcripts and the Application for Registration in a Graduate Courses form (Special Interest/Non-Degree Graduate Student) to the Registrar's Office.
- 1.3. **Other:** Before submitting their application, it is strongly recommended that prospective students consult our course offerings on WebAdvisor each term and contact the School of Graduate Studies (sgs@nipissingu.ca) to verify that the course will be available for registration. Failure to do so may result in the application being denied. Application fees are non-refundable.
- 1.4. **Adjudication:** Applications will be reviewed by the Registrar's Office and the School of Graduate Studies.
- 1.5. **Decisions:** Decisions will be emailed to applicants via email. All Special Interest/Non-Degree admission decisions are final.

2. Registration:

- 2.1. The Registrar's Office sends students instructions for accessing course materials, their Nipissing email address, and course registration information.

3. Withdrawing from Course(s)

- 3.1. Students wishing to withdraw from a course should consult the appropriate deadlines on the Academic Calendar and Student Financial Services website for withdrawal dates and refund deadlines. Failure to withdraw from courses by the posted deadlines could result in a failing grade and/or non-refundable course billing.

Visiting Graduate Student Researchers

4. Admissions Procedure

- 4.1. A Visiting Graduate Student Researcher and/or their home institution will contact the faculty member(s) at Nipissing with whom they are interested in working. Once the two parties agree to work together, the Nipissing University supervisor will contact the Office of Research, Innovation and Graduate Studies with the following information:
 - Completed [Visiting Research Student Request Form](#)
 - Purpose of the visit and the research activities that will take place
 - Plan for Intellectual Property (contact Research Services for assistance)
 - Plan for Research Ethics Board approvals (if required)
 - Financial details (stipend, research expenses, travel costs)
 - Research resources required for the visitor (equipment, lab spaces, library)
- 4.2. Where applicable, Research Services will be consulted for matters pertaining but not limited to approving the disbursement of research funds, intellectual property agreements, commercialization agreements, and research security.
- 4.3. A Letter of Invitation signed by the Associate Dean, Graduate Studies will be sent to the Visiting Graduate Student Researcher and to their home institution supervisor. Where matters of

intellectual property, ethics, and stipends are concerned, the letter and/or an agreement must be countersigned by the Visiting Graduate Student Researcher agreeing to the terms.

- 4.4. The Registrar's Office will issue a Notice of Acceptance and register the student in SOGS 5001. The student will be issued a student number and instructions for email access.

International Visiting Graduate Student Researchers will use the Notice of Acceptance and Letter of Invitation to secure the appropriate visas or permits to enter and conduct research in Canada. The Visiting Graduate Student Researcher should specify to immigration officials that that they will be a student at Nipissing University and undertaking academic research related to their degree program in their home country. Visiting Graduate Student Researchers can also contact our International Office at internationalsupport@nipissingu.ca for additional resources and information.

- 4.5. Upon arrival, the Visiting Graduate Student Researcher should receive any relevant training (i.e., safety training) and support as with any graduate student within the department of study.