



Council of Ontario Universities

## Ontario Visiting Graduate Student (OVGS) Plan

Information Booklet (April 2024)

### General Information

The Ontario Visiting Graduate Student (OVGS) Plan allows a graduate student enrolled at an Ontario university (Home University) to complete a graduate course at another Ontario university (Host University) while remaining registered at their own institution. The purpose of the plan is to allow a student to complete a course that is directly related to their program of study, where no comparable course is offered at the Home University during the student's duration of study, or as determined as otherwise being necessary by the Home University. The Plan allows the student to bypass the usual application for admission procedures and resultant transfer of credit processes. The student pays fees to their Home University and is classed as a "visiting graduate student" at the Host University where they pay no fees. Additional fees associated with the course are the student's responsibility.

### Admission

The student completes a [Visiting Graduate Student Application form](#). This form must indicate the course(s) to be taken and the term during which the course is offered at the Host University. Admission is not complete until the form has been approved (signed) by the Department Chair and Graduate Dean (or equivalent) of both the Home University and the Host University.

***Both the Home University and Host University have the authority to limit or restrict the number of students who may participate in the OVGS Plan, or the number of courses per student that may be taken through the OVGS Plan. The Home University and Host University also have the authority to temporarily or permanently suspend their participation in the OVGS Plan.***

### Courses

The course(s) selected must be at the graduate level and required for the student's degree program. Such courses may not be "extra" or "audit" courses for the student. 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. If the requested course is available at the Home University, the Home University course must be noted on the application form.

### Enrolment/Registration

Once the approved application form is received by the graduate office of the Host University, the Host University is expected to process the enrollment in a timely manner to ensure student participation in the course(s) is not delayed. Once the enrollment is processed, the student is considered registered and enrolled in the course(s) for the term(s) indicated on the form. The Visiting Graduate Student will be reported as enrolled at their Home University. ***The student***

***must pay fees to their Home University for the term(s) during which the course(s) take place.***

### **Transfer of Credit**

By virtue of approval of the Visiting Graduate Student form by the Home University Department Chair and Graduate Dean (or equivalent), the Home University agrees to credit work done at the Host University toward the student's degree program, assuming suitable standing is obtained by the student.

### **Residence**

Time spent as a Visiting Graduate Student is credited to the residence requirement (if any) at the student's Home University by virtue of their registration during that time period, subject to the regulations of the Home University.

### **Reporting of Marks**

If there is no agreement between institutions in place for the exchange of transcripts free of charge to the student, the student must arrange for them to be sent by the Host University to the Home University, at their own expense, if applicable.

***Failure to meet this responsibility may result in the student being assigned a failing grade for the course(s) at the Home University.***

### **Withdrawal from Course(s)**

An official withdrawal form is available [online](#) for Ontario Visiting Graduate Students. It is the responsibility of the student to notify both the Host University and the Home University of their withdrawal at the earliest possible date by completion and submission of the appropriate form. The official withdrawal date is that pertaining to the Host University.

***Failure to notify both universities of withdrawal may result in the student being assigned a failing grade for the course.***

### **Responsibilities of the Visiting Graduate Student**

1. To ensure that the Visiting Graduate Student application form is completed and submitted to the Department Chair (or equivalent) of their Home University prior to the beginning date of the course(s);
2. To ensure that a Notification of Withdrawal from Course(s) form is filed with both the Home and Host Universities at the earliest possible date should the student decide to drop a course at the Host University; and
3. To arrange, where no inter-institutional arrangements exist, to have an official record of their final mark sent to their Home University as soon as the final results of the course(s) are available.

## Home University

Home University Department Chair and Graduate Dean (or equivalent) signatures on the Visiting Graduate Student application form certify that the student:

1. Is pursuing a graduate degree as indicated on the form;
2. Is in good standing at the Home University;
3. Requires the course(s) specified; and
4. Will receive course credit for the course (providing suitable standing is obtained).

Such approval also ensures payment by the Home University accounts office to the Host University of \$1,100 per half course or \$2,200 per full course. This payment may be waived, or replaced by another amount, following written agreements between the universities and departments involved in the transfer.

## Host University

Host University Department Chair and Graduate Dean (or equivalent) signatures on the Visiting Graduate Student Application form certify that:

1. The course(s) specified will be offered during the term(s) indicated on the form;
2. The student will be assured a space in the course; and
3. The student will be identified as a "Visiting Graduate Student" and will not be reported for grant formula entitlement.

## Host University: Accounts Office or Comptroller

A copy of the approved Visiting Graduate Student application form will be submitted to the Host University Accounts or Comptroller office. The accounts office (or comptroller) will bill the equivalent office of the Home University in the amount of:<sup>1</sup>

- \$1,100 per half course (one term or one semester in length)
- \$2,200 per full course (two terms or two semesters in length)

It is requested that such billing take place after the Ministry of Colleges and Universities (MCU) report date for the term concerned and that all billings for Visiting Graduate Students to a specific Home University be issued in bulk.

---

<sup>1</sup> The above course fees are effective September 1, 2015.

**Note:** A payment may be waived, or replaced by another amount, following written agreements between the specific universities and departments involved in the transfer arrangement.

**Questions regarding the Visiting Graduate Student Plan should be directed to the Graduate Studies Office of the Home or Host University.**