



# Exchange Fact Sheet | 2018-2019



Queen's University, home of Smith School of Business, has a rich academic tradition dating back to 1841. Located in Kingston, Ontario — one of Canada's most vibrant small cities — Queen's is consistently ranked among Canada's very best universities.

## Important Dates

Term	Nomination Deadline	Application Deadline	Orientation
Fall (Sept.–Dec.)	April 1	April 30	September 4
Winter (Jan.–Apr.)	September 1	September 30	January 4

*Note: Course registration for Commerce begins in July; therefore, nominating undergraduate students by April 1 for both the fall and winter terms will provide students with the best access to our course offerings.*



## Orientation

Smith School of Business runs a mandatory orientation for all incoming exchange students. This orientation provides information about our school, our academic programs, student societies and technology support. Students have the opportunity to meet staff from the Centre for International Management, other exchange students and full-time Commerce students.

Queen's University also offers a university-wide orientation session. More details concerning this will be provided to students once details are available.

## Academic Calendar

	COMMERCE		MBA	MIB
	Fall 2018	Winter 2019	Fall 2018	Winter 2019
<b>Course Selection</b>	July–September 19	July–January 18	July	November
<b>Course Dates</b>	September 6–November 30	January 7–April 5	September 3–December 15 (TBC)	January 7–April 5 (TBC)
<b>Exam Period</b>	December 5–20	April 11–27	Exams take place during class schedule	

	Fall 2018	Winter 2019
<b>No Classes or Exams</b>	<b>October 8:</b> Thanksgiving <b>October 25–26:</b> Fall Mid-term Break <b>December 6:</b> Commemoration Day	<b>February 18:</b> Family Day <b>February 19–22:</b> Reading Week <b>April 19:</b> Good Friday
<b>Transcripts</b>	Sent directly to the partner school in February	Sent directly to the partner school in June

## Program Eligibility

### UNDERGRADUATE | Bachelor of Commerce

It is strongly recommended that all applicants have successfully completed at least six foundation courses in Business and/or Economics at their home school. Students in an undergraduate program or in M1 of a Master's program will be admitted to the Commerce program.

### GRADUATE | MBA and Master of International Business (MIB)

The MBA exchange program is offered in the fall term only. The MIB exchange program is offered in the winter term only. Students must be in an MBA or in 2<sup>nd</sup> year/ M2 of a Master's program in order to be admitted into either graduate program.



## Language Requirements

Language of Instruction: English

Requirements	Undergraduate	Graduate
Internet-based TOEFL	24 (writing) 22 (speaking) 22 (reading) 20 (listening) <b>88 Overall</b>	100 Overall
Paper-based TOEFL	Essay rating score of 5.0 <b>580 Overall</b>	600 Overall
International English Language Testing System (IELTS)	Score of 6.5 on academic module	Score of 7 on academic module
Canadian Academic English Language Assessment (CAEL)	Overall band of 70 with no band below 60	Overall band of 70 with no band below 60
Pearson Test of English (PTE)	60	70
Michigan English Language Assessment Battery	Overall band of 70 with no band below 60	90

## Grading | Queen's GPA Scale

Letter Grade	Grade Points	Percentage	Notes
A+	4.3	90 - 100	Outstanding work
A	4.0	85 - 89.9	Excellent work
A-	3.7	80 - 84.9	Very good work
B+	3.3	77 - 79.9	Good work
B	3.0	73 - 76.9	Competent work
B-	2.7	70 - 72.9	Basic understanding
C+	2.3	67 - 69.9	Weak work indicating lack of knowledge or ability
C	2.0	63 - 66.9	
C-	1.7	60 - 62.9	
D+	1.3	57 - 59.9	Work showing major deficiencies
D	1.0	53 - 56.9	
D-	0.7	50 - 52.9	
F	0.00	0 - 49.9	Failure
P			Pass; no grade assigned
FR			Failure with review
CR			Credit
IN			Incomplete

## Course Information

**Academic Integrity:** As a member of the Centre for Academic Integrity (CAI), Queen's subscribes to the definition of academic integrity as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. For more information, please visit [smith.queensu.ca/about/academic\\_integrity/index.php](http://smith.queensu.ca/about/academic_integrity/index.php).

**Class Format:** Lectures, presentations, group work, and case studies

**Attendance:** Strongly recommended with some courses requiring mandatory attendance.

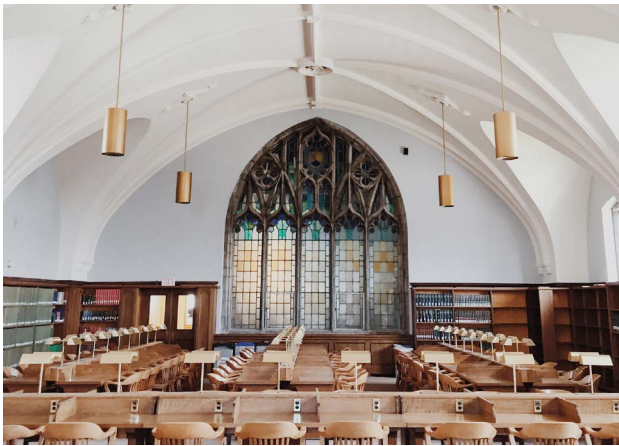
**Participation:** Students are encouraged to be active participants; some classes will include a participation grade.

**Credit Weight:** Each course consists of 36 contact hours and has a weight of 3.0 academic units.

**Work load:** Queen's courses are demanding with on-going assessment, group work, final projects and/or exams. For every hour of class time, students should plan for approximately 3.5–4.5 hours of additional independent and/or group work. Students must follow the course load requirements that are determined by their home school.

**Class Size:** 40–80 students

**Examinations:** An extra 30 minutes and translation dictionary (not electronic dictionary) are permitted for exchange students whose first language is not English and who had to submit a language test with their application (final exams only).



### UNDERGRADUATE | Bachelor of Commerce

Students may take some courses at a Queen's faculty other than Smith School of Business; however, the majority of courses must be taken at Smith. For a listing of Commerce courses, please visit [ssb.ca/bcom\\_courses](http://ssb.ca/bcom_courses).

### GRADUATE | MBA and Master of International Business (MIB)

- MBA elective (specialization) courses are run in a modular format and begin in September and continue until mid-December.
- MBA courses are listed at [queensmba.ca](http://queensmba.ca). MBA courses fall into one of six streams: Consulting, Entrepreneurship and Innovation, Finance, Healthcare Management, Marketing and Sales, and General Management. You may select courses from multiple streams.
- MIB elective courses will be offered in two 6-week modules from January to April.
- Exchange students must take 3-4 courses per term. It is highly recommended that MBA exchange students take a maximum of four courses based on the program structure.
- MIB courses are listed at [ssb.ca/mib](http://ssb.ca/mib).

*Note: Exact course availability for MBA and MIB will be confirmed during the application process.*

## Living Expenses

Expenses*	One Term	Two Terms
<b>On-Campus/Residence Fees</b> (excluding optional meal plan)	\$3,807	\$7,614
<b>ResNet (Internet Fees)</b>	\$80	\$160
<b>Student Government</b>	\$57.50	\$115
<b>Off-Campus Housing</b> (includes utilities)	\$2,250 - \$3,100 (approx.)	\$4,500 - \$6,100 (approx.)
<b>Food</b>	\$1,200 (approx.)	\$2,400 (approx.)
<b>UHIP Medical Insurance</b> (mandatory)	\$204	\$408
<b>Supplementary Medical Insurance</b> (optional)		
• Commerce & MBA students use AMS plan: <a href="http://myams.org/health-and-wellness-services">myams.org/health-and-wellness-services</a>	\$298.50 AMS	\$298.50 AMS
• MIB students use SGPS plan: <a href="http://sgps.ca/sgps-health-and-dental-plan">sgps.ca/sgps-health-and-dental-plan</a>	\$567.58 SGPS	\$567.58 SGPS
<b>Textbooks &amp; Supplies</b>	(costs vary according to area and level of study)	
• Commerce	• Approximately \$100 to \$300 per course	
• MBA (Fall)	• \$100 mandatory material fee per course	
• MIB (Winter)/Double Degree	• \$125 mandatory material fee per course	
<b>Telephone</b>	\$80 to \$180 (approx.)	\$160 to \$360 (approx.)
<b>Clothing</b>	\$250 (approx.)	\$500 (approx.)
<b>Miscellaneous</b> (not including additional travelling)	at least \$600	at least \$900

\* Fees are subject to change. Fees are based on the past 2017-2018 year. Mandatory fees will automatically be applied to the student's account at Queen's University. Residence is only available for undergraduate students.

## Housing

### ON CAMPUS (Residence)

A number of rooms have been allocated in Queen's residence for **undergraduate** exchange students at Jean-Royce Hall. Rooms are assigned by a computer lottery process and are not guaranteed. A deposit must be submitted at the same time as the residence application. This deposit is refunded for students who are not allocated a room in residence.

#### Residence Application and Deposit Deadlines:

**Fall Term:** July 1, 2018 | **Winter Term:** December 1, 2018

To find out more about residence, please visit: [residences.housing.queensu.ca/applications\\_assignments/how-to-apply](http://residences.housing.queensu.ca/applications_assignments/how-to-apply)

### OFF CAMPUS

Finding appropriate living arrangements in Kingston can be a challenge, especially in the fall term. We recommend that you arrive in Kingston at least one week before your classes begin in order to find adequate accommodations.

We recommend that you **do not** sign a lease or send rent money to a landlord before you arrive in Kingston. For more information on finding accommodation, please visit: [quic.queensu.ca/resources/housing-support](http://quic.queensu.ca/resources/housing-support). You may also find it useful to consult the following local maps to help you determine the proximity of these properties to Queen's campus: [quic.queensu.ca/resource/housingmaps.asp](http://quic.queensu.ca/resource/housingmaps.asp).



## Services for Students

### Student Card

Exchange students receive a Queen's Student card and have the same rights and privileges using this card as a full-time Queen's student, including free use of Kingston Transit and access to the facilities listed below. Further information is available at [queensu.ca/registrar/studentid](http://queensu.ca/registrar/studentid).

### International Student Services

For non-academic issues and services contact Queen's University International Centre at [quic.queensu.ca](http://quic.queensu.ca).

### Computer Services

Goodes Hall, home to Smith School of Business, has wireless network access throughout the building, as well as a full-service IT department in the lower level (LL228).

### On-Campus Facilities

Queen's offers a range of on-campus facilities including:

- Athletic and Recreation Centre (pool, gym, weight rooms)
- Campus Bookstore
- Libraries
- Student Wellness Services (Health, Counselling and Disability Services)
- Student Academic Success Services (Learning Strategies and Writing Centre)
- Dining Halls and Eateries
- Queen's School of English



## Visa and Study Permit

### Entry Visa

Citizens of certain countries and territories will require either a Visa or an Electronic Travel Authorization (eTA) to visit Canada. Further information is available at [cic.gc.ca/english/visit/visas.asp](http://cic.gc.ca/english/visit/visas.asp).

### Study Permit

A study permit is required for anyone who wants to study in Canada for six months or more. All double-degree students must obtain a study permit at [cic.gc.ca/english/study/index.asp](http://cic.gc.ca/english/study/index.asp).

#### You will need to provide:

- A passport which is valid for six months after you return home
- Your Queen's acceptance letter
- Evidence of adequate funds to cover the cost of tuition and living expenses for you and any dependents coming to Canada with you. Please visit [cic.gc.ca/english/study/study-how-documents.asp](http://cic.gc.ca/english/study/study-how-documents.asp)
- A medical examination may be required

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## Health Insurance

### MANDATORY | University Health Insurance Plan (UHIP)

UHIP medical insurance ([uhip.ca](http://uhip.ca)) offers coverage for basic services like emergency hospital visits and physical examinations. UHIP does not cover supplementary medical services, such as dental work or physiotherapy. International students must have primary health insurance provided by UHIP for the duration of their time in Canada. Fees are subject to change from year to year.

### OPTIONAL | Supplementary Medical Insurance

This covers some services that are not covered by UHIP, such as a portion of the cost of prescription medicine, physiotherapy, chiropractic care, eye examinations, dental work, vision care, travel coverage and other services. Supplementary health plans are administered by our student government offices: Alma Mater Society (AMS) for Commerce and MBA students, Society of Graduate and Professional Students (SGPS) for MIB students.

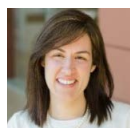


## Centre for International Management Team

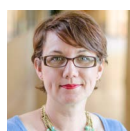


**Angela James**  
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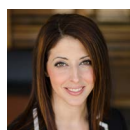
### UNDERGRADUATE



**Emily Mantha**  
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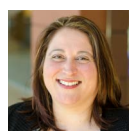


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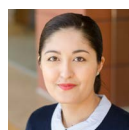
### GRADUATE



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### Centre for International Management

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**Graduate:** [smithgradexchange@queensu.ca](mailto:smithgradexchange@queensu.ca)

[ssb.ca/international](http://ssb.ca/international)

### Emergency Contact Information

**Office Hours**  
Monday–Friday, 8:30 am–4:30 pm EST  
+1.613.533.6833 (*voicemail available*)

**Outside Office Hours (weekends and holidays)**  
Please contact campus security at  
+1.613.533.6111  
They will contact the appropriate personnel to  
provide assistance. This service is available 24  
hours a day, 7 days a week.