

Exchange Fact Sheet

2017/2018



Centre for International Management Team

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Associate Director Undergraduate Exchange	Ms. Alison Darling	alison.darling@queensu.ca *until March 2018
Associate Director Undergraduate Exchange	Ms. Emily Mantha	On leave until March 2018
Exchange Advisor - Undergraduate <i>(Americas, Asia, Australia, Ireland, Nordic, New Zealand, Russia, UK)</i>	Ms. Jacoba Franks	jacoba.franks@queensu.ca
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International Assistant - Undergraduate	Ms. Alison Doyle	alison.m.doyle@queensu.ca
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Important Dates

	Nomination Deadline	Application Deadline
Fall Term (September to December)	April 1	April 30
Winter Term (January to April)	September 1	September 30

Course registration for Commerce begins in July; therefore, we recommend that undergraduate students be nominated by April 1 for both fall and winter terms because it will provide students with better access to our course offerings.

Smith School of Business
Centre for International Management
143 Union Street
Kingston, Ontario K7L 3N6
Canada

Tel: 001-613-533-6833
Undergraduate Email: SmithExchange@queensu.ca
Graduate Email: SmithGradExchange@queensu.ca
Website: Smith.queensu.ca/international



Academic Calendar

	Fall 2017	Winter 2018
Course Selection		
Commerce	July to September	July to January
MBA	July	-
MIB	-	November
Orientation		
Commerce and MIB	To be determined	To be determined
MBA	To be determined	-
Course Dates		
Commerce	September 3 - December 1	January 8 - April 6
MBA	September 3 - December 15	-
MIB	-	January 8 - April 6
Exam Period		
Commerce	December 7 - 21	April 12 - 26
MBA and MIB	Exams take place during class schedule	Exams take place during class schedule
No Classes or Exams	October 9: Thanksgiving	February 20-23: Reading Week
	December 6: Commemoration Day	April 30: Good Friday
Transcripts Available	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 Masters' 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 2nd year/ M2 of a Master program in order to be admitted into either graduate program.

Academic Expectations

Language of Instruction: English

Language Requirements: Please take note of the minimum language requirements:

Requirements	Undergraduate	Graduate
Internet based TOEFL	24 (writing) 22 (reading) 88 Overall	22 (speaking) 20 (listening) 100 Overall
Paper based TOEFL	Essay rating score of 5.0 580 Overall	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	-	90

Orientation

Smith School of Business runs a mandatory orientation for all incoming exchange students. The orientation will provide information on Smith School of Business, the academic programs, the student societies and technology support. Students will have an opportunity to meet other staff from the Centre, exchange students and full-time Queen's students.

The Queen's University International Centre (QUIC) also offers an orientation program for students. You can find information on their orientation programs at: quic.queensu.ca/international-students-and-staff/welcome-and-orientation/international-orientation-fall.

Housing

On Campus (Residence)

A number of rooms have been allocated in Queen's residence for 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.

Residence Application and Deposit Deadlines

Fall Term: July 1, 2017 | Winter Term: December 1, 2017

To find out more about residence, please visit:

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 early 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. 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.

Living Expenses 2016-2017

Expenses	One Term	Two Terms
On Campus/Residence Fees* <i>(excluding optional meal plan)</i>	\$3,679	\$7,357
ResNet* <i>(Internet Fees)</i>	\$80	\$160
Student Government*	\$56.50	\$113
Off Campus Housing <i>(includes utilities)</i>	\$2,200 - \$3,000 <i>(approx.)</i>	\$4,400 - \$6,000 <i>(approx.)</i>
Food	\$1,200 <i>(approx.)</i>	\$2,400 <i>(approx.)</i>
UHIP Medical Insurance* <i>(mandatory)</i>	\$204	\$408
Supplementary Medical Insurance* <i>(optional)</i>		
• Commerce & MBA students use AMS plan	\$289.56 AMS	\$289.56 AMS
• MIB students use SGPS plan	\$500.00 SGPS	\$500.00 SGPS
Textbooks & Supplies <i>(costs vary according to area and level of study)</i>		
• Commerce		• Approximately \$100 to \$300 per course
• MBA (Fall)/MIB (Winter)		• \$100 mandatory material fee per course
• Double Degree*		• \$100 mandatory material fee per course
Telephone	\$80 to \$180 <i>(approx.)</i>	\$160 to \$360 <i>(approx.)</i>
Clothing	\$250 <i>(approx.)</i>	\$500 <i>(approx.)</i>
Miscellaneous <i>(not including additional travelling)</i>	at least \$600	at least \$900

* Fees are subject to change. Mandatory fees will be automatically applied to the student's account at Queen's University.

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: 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 and final projects and/or exams. For every hour of class time, students should plan for approximately 3.5-4.5 hours of additional independent or group work. For example, 36 class hours equals 126 to 162 hours of additional work load, for a total of 162-198 hours per course. Therefore, each 3.0 unit course = 36 hours + 162 to 198 hours = approximately 6 to 7.5 ECTS. For exchange students to succeed in a new culture with different teaching methods and perhaps using their second language, we recommend they complete 4 courses (4 x 7.5 = 30 ECTS). However, students must follow the course load requirements that are determined by their home school.

Class Size: 40 – 80 students

Examinations: An extra 1/2 hour and translation dictionary (not electronic dictionary) are permitted for exchange students whose first language is not English (for final exams only).

Undergraduate - Bachelor of Commerce

- Students may take some courses from a different faculty other than Smith School of Business, however the majority of courses must be taken from Smith. For a listing of Commerce courses, please visit: ssb.ca/bcom_courses.

Graduate - Masters Programs

- **MBA** elective (specialization) courses are run in a modular structure and begin September and continue until mid- December.
- **MBA** courses are listed at: smith.queensu.ca/mba_programs/mba/about_the_program/index.php. MBA courses fall into one of six streams: consulting, entrepreneurship & innovation, finance, healthcare management, marketing & sales, or general management. You may choose to select courses from multiple streams.
- **MIB** elective courses will be offered in two 6-week modules from January to April.
- Exchange students must take between a minimum of 3 courses per term and a maximum of 5 courses per term. **Highly recommended** that MBA Exchange students take a maximum of 4 courses based on the program structure.
- **MIB** courses are listed at: ssb.ca/grad_studies/mib/single_degree/index.php.
- **Please note:** Exact course availability for MBA and MIB will be confirmed during the application.

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

Services for Students

International Student Services

Non-Academic Issues: Queen's University International Centre: 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 facilities on campus including:

- [Athletic and Recreation Centre](#) (pool, gym, weight rooms)
- [Campus Bookstore](#)
- [Libraries](#)
- [Student Wellness Services](#)
- [Student Academic Success Services](#)
- [Dining Halls and Eateries](#)

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 above-noted facilities. Further information available at: queensu.ca/registrar/studentid

Services for Students (Continued)

Student Wellness Services

The Health, Counseling and Disability Services supports the medical, personal, academic and social development of students at Queen's University by providing a range of programs and services responsive to the students needs. Further information is available at: queensu.ca/studentwellness.

Queen's School of English

For more information on how you can improve your English skills prior to your exchange term at Queen's, please visit: queensu.ca/qsoe/exchange.html.

Student Academic Success Services (SASS)

SASS comprises Learning Strategies and the Writing Centre and offer academic support to students who wish to develop their skills in critical thinking, reading, learning, studying, writing, and self-management. Further information is available at: <http://sass.queensu.ca/>

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: cic.gc.ca/english/visit/visas.asp.

Study Permit

A study permit is required for anyone who wants to study in Canada for 6 months or more. All double-degree students must obtain a study permit: cic.gc.ca/english/study/index.asp.

You will need to provide:

- A valid passport which will still be valid for 6 months after your return home.
- Evidence of acceptance into a study program: an unconditional letter of acceptance from Queen's University offering you admission will be sent to you.
- Evidence of adequate funds to cover the cost of tuition and living expenses for you and your dependents coming to Canada with you. Evidence includes personal bank statements, letters pledging financial support from family or other sponsors or letters from your academic department offering you employment, bursary, scholarship or fellowship money. Please visit: cic.gc.ca/english/study/study-how-documents.asp.
- A medical examination may be required.

Health Insurance

Mandatory: University Health Insurance Plan (UHIP)

UHIP medical insurance 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 the UHIP for the duration of their time in Canada, uhip.ca. Fees are subject to change from year to year.

Optional: Supplementary Medical Insurance covers some services that are not covered by UHIP, such as a portion of the cost of prescription medicine, physiotherapy, chiropractic care, eye examination, dental work, vision care, travel coverage and other service. Supplementary health plans are administered by both student government office: Alma Mater Society (AMS) myams.org/health for Commerce and MBA students, Society of Graduate and Professional Students (SGPS) sgps.ca/ for MIB students.

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Website: smith.queensu.ca/international



Emergency Contact Information:

During Office Hours (Monday to Friday, 8:30 am - 4:30 pm EST) and to leave a voice mail: 001-613-533-6833.

Outside Office Hours, weekends and holidays: Please contact campus security at 001-603-533-6111 and campus security will contact the appropriate personnel to provide assistance. The service is available 24 hours a day, 7 days a week.

*Last updated February 22, 2017