



Smith Undergraduate Commerce Exchange Fact Sheet

 2021/22



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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.

Centre for International Management

The Centre for International Management at Smith School of Business coordinates the global activities within the school. This includes managing relationships with business school partners and overseeing our suite of exchange and double degree programs at both the undergraduate and graduate levels.



Important Commerce Dates

Term	Fall 2021 (September–December)/ Full Year	Winter 2022 (January–April)
Nomination Deadline	April 1, 2021	September 1, 2021
Application Deadline	April 30, 2021	September 30, 2021
Orientation (mandatory)	Early September 2021	Early January 2022

For office use: Course registration begins in August. Therefore, nominating students by August 1st for the winter term 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. Orientation provides a warm welcome to our campus and academic programs, student societies, and support. It is an opportunity to meet staff from the Centre for International Management and network with other exchange students, while enjoying fun and productive activities!



Commerce Academic Calendar

Students are able to book flights home after the last day of exams.

Term	Fall 2021*	Winter 2022*
Course Selection Period	July 12-30, 2021 August 24-September 22, 2021	July 12-30, 2021 August 24, 2021-January 21, 2022
Course Dates	September 9-December 3, 2021	January 10-April 8, 2022
Exam Period	December 8-22, 2021	April 14-30, 2022
No Classes or Exams	October 7-8, 2021 (<i>mid-term break</i>) October 11, 2021 (<i>Thanksgiving</i>) December , 2021 (<i>Commemoration Day</i>)	February 21, 2022 (<i>Family Day</i>) February 22-25, 2022 (<i>Reading Week</i>) April 15, 2022 (<i>Good Friday</i>)
Transcripts Available	Sent directly to partner school in Winter 2022. We recommend students request a copy prior to departing Queen's from the Registrar's Office or via SOLUS (<i>for personal use</i>).	Sent directly to partner school in June 2022. We recommend students request a copy prior to departing Queen's from the Registrar's Office or vis SOLUS(<i>for personal use</i>).

*Please note: Dates are subject to change.



Commerce Course Structure

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. Here is a listing of [Commerce courses](#).

NOTE: Exact course availability will be confirmed during the application process.

Undergraduate Exchange Eligibility

Our undergraduate exchange program (*Commerce*) is offered as a fall, winter, or full-year exchange. It is strongly recommended that all applicants have successfully completed at least 6 foundation courses in Business and/or Economics at their home school. Students must be enrolled in an undergraduate program or in M1 of a Master’s program in order to be admitted to the Commerce program.

Language Requirements

Internet-based TOEFL	24 (writing) 22 (speaking) 22 (reading) 20 (listening) 88 Overall
Paper-based TOEFL	Essay rating score of 5.0 580 Overall
International English Language Testing System (IELTS)	Score of 6.5 on academic module with no band below 6.0
Canadian Academic English Language Assessment (CAEL)	Overall band of 70 with no band below 60
Pearson Test of English (PTE)	60
Michigan English Language Assessment Battery	90

Smith School of Business Grading

Queen’s GPA (*Grade Point Average*) Scale

Percentage	Letter	Point
90 -100%	A+	4.3
85-89%	A	4
80-84%	A-	3.7
77-79%	B+	3.3
73-76%	B	3
70-72%	B-	2.7
67-69%	C+	2.3
63-66%	C	2
60-62%	C-	1.7
57-59%	D+	1.3
53-56%	D	1
50-52%	D-	.7
< 50%	F	0

Letter	Description
P	Pass; no grade assigned
CR	Credit
IN	Incomplete

Course Information

WORK LOAD

Smith's courses are demanding with ongoing assessment, team work, final projects and/or exams. For each classroom hour, students should plan for approximately 3 hours of additional independent and/or team work. Students must follow the course load requirements that are determined by their home school.

36

Contact hours
per course

CLASS FORMAT

Lectures, presentations, teamwork, and case studies.

ATTENDANCE

Mandatory for all courses.

3.0

Queen's units
per course

PARTICIPATION

Students are encouraged to be active participants; most classes will include a participation grade.

EXAMS

An extra 30 minutes and a 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).

40-

ACADEMIC INTEGRITY

As a member of the Centre for Academic Integrity (CAI), Queen's subscribes to the definition of academic integrity as commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility.

80

Students
per class

On Campus

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, 2021 | Winter Term: October 20, 2021.

Click [here](#) to find out more about residence.

Off Campus

Finding appropriate living arrangements in Kingston can be a challenge, especially in the fall term. We recommend that you arrive to 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, click [here](#). You may also find it useful to consult [these local maps](#) to help determine the proximity of these properties to Queen's campus.



Living Expenses & Housing

Expenses*	One Term	Two Terms
On-Campus/Residence Fees (<i>excluding optional meal plan</i>)	\$3,675	\$7,875
ResNet (<i>internet fees</i>)	\$80	\$160
Student Government	\$54.50	\$109
Off-Campus Housing (<i>includes utilities</i>)	\$2,400-\$3,800	\$4,800-\$7,600
Food	\$800	\$1,600
Textbooks & Supplies	\$100-\$300 per course	
Phone	\$150-\$250	\$300-\$500
Clothing	\$300	\$600
Miscellaneous (<i>not including additional travel</i>)	At least \$800	At least \$1,600

*Fees are based on the 2020-2021 academic year and may be approximations. Mandatory fees will automatically be applied to each student's account.



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 UHIP for the duration of their time in Canada. Fees are subject to change from year to year.

	One Term	Two Terms
UHIP Medical Insurance (mandatory)	\$240	\$480
Supplementary Medical Insurance (optional)	\$308.58	

OPTIONAL | Supplementary Medical Insurance

Supplementary insurance is available and covers services 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 office: [Alma Mater Society](#).

Student Services

Student Card: Exchange students receive a [Queen's student card](#) and have the same rights and privileges using this card as a full-time, domestic Queen's student. This includes access to facilities listed below.

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

- [Athletic and Recreation Centre](#)
- [Campus Bookstore](#)
- [Libraries](#)
- [Student Wellness Services](#)
- [Student Academic Success Services](#)
- [Dining Halls and Eateries](#)
- [Queen's School of English](#)
- [Queen's University International Centre \(QUIC\)](#)

Computer Services: Goodes Hall, home to Smith School of Business, has wireless network access throughout the building, and a full-service IT department.

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.

Study Permit: A [study permit](#) is required for anyone who wants to study in Canada for six months or more.

Due to the ongoing response to COVID-19, information is subject to change. You should not book any travel or accommodations until you have received your acceptance letter and Certificate of Admission.

Undergraduate Team

Angela James

Director
Centre for International
Management
(Strategy, agreements, mobility)

Alison Darling

Associate Director

Tenay Bartzis

Manager, Operations

Michelle Bennett

Manager, Student Support

Jacoba Franks

Exchange Advisor

Heather Poechman

International Assistant
(Commerce exchange support)

Alison Doyle

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Centre for
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smithqueens.com/international

Emergency Contact Information

Outside Office Hours (*weekends and holidays*):
please call 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.

