



# 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)
<b>Nomination Deadline</b>	April 1, 2021	September 1, 2021
<b>Application Deadline</b>	April 30, 2021	September 30, 2021
<b>Orientation (mandatory)</b>	August 30, 2021*	Early January 2022

Course registration begins in the summer. Therefore, nominating students by August 1<sup>st</sup> for the winter term will provide students with the best access to our course offerings.

## Orientation

\*Smith School of Business Exchange Orientation offers an opportunity for incoming exchange students to learn about academic expectations and supports available to them during their exchange term, while providing a fun way for students to network with their fellow incoming students. Smith School of Business Exchange Orientation is mandatory and will be available to all students via virtual platforms. Exchange Orientation will be held over multiple days the week of August 30th, 2021.



## Commerce Academic Calendar

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

Term	Fall 2021*	Winter 2022*
<b>Course Selection Period</b>	August 2021	August 2021
<b>Course Dates</b>	September 7–December 3, 2021	January 10–April 8, 2022
<b>Exam Period</b>	December 8–22, 2021	April 14–30, 2022
<b>No Classes or Exams</b>	October 11, 2021 ( <i>Thanksgiving</i> ) October 12–15, 2021 ( <i>mid-term break</i> ) December 6, 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> )
<b>Transcripts Available</b>	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.	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 via SOLUS..

\*Please note: Dates are not yet finalized.



## 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

<b>Internet-based TOEFL</b>	24 ( <i>writing</i> ) 22 ( <i>speaking</i> ) 22 ( <i>reading</i> ) 20 ( <i>listening</i> ) 88 Overall
<b>Paper-based TOEFL</b>	Essay rating score of 5.0 580 Overall
<b>International English Language Testing System (IELTS)</b>	Score of 6.5 on academic module with no band below 6.0
<b>Canadian Academic English Language Assessment (CAEL)</b>	Overall band of 70 with no band below 60
<b>Pearson Test of English (PTE)</b>	60
<b>Michigan English Language Assessment Battery</b>	90
<b>Duolingo English Test</b>	Minimum score 110
<b>Cambridge English</b>	175, with no component below 170

## 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

## Living Expenses & Housing

Expenses*	One Term	Two Terms
Off-Campus Housing (includes utilities)	\$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 (not including additional travel)	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.



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.



## 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 ( <i>mandatory</i> )	\$252	\$504
Supplementary Medical Insurance ( <i>optional</i> )	\$308.87	

### 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.

## Undergraduate Team

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### Angela James

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

### Alison Darling

Associate Director

### Tenay Bartzis

Manager, Operations

### Michelle Bennett

Manager, Student Support

### Jessica Rangel

Manager, Exchange

### Jacoba Franks

Exchange Advisor

### Keeley Moloney

Exchange Advisor

### Alison Doyle

International Assistant

### Heather Poechman

International Assistant



Centre for  
International  
Management

### **The Stephen J.R. Smith School of Business**

Goodes Hall, Room 321, Queen's University  
Kingston, Ontario, Canada, K7L 3N6  
[smithexchange@queensu.ca](mailto:smithexchange@queensu.ca)

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

[smithqueens.com/international](http://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.

