



# Smith Undergraduate Commerce Exchange Fact Sheet

 2022/23



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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 and Smith Commerce, as the best undergraduate business program in Canada. Due to its strong reputation, Smith attracts top students from across Canada and around the world.

## Centre for International Management (CIM)

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.

Smith maintains international exchange partnerships with over 100 respected business schools in over 35 countries and welcomes more than 300 international exchange students annually. Every year, well over 650 of our students travel to international destinations to participate in an international exchange or complete their global business projects.



## Important Commerce Dates

Term	Fall 2022 (September–December)/Full Year	Winter 2023 (January–April)
<b>Nomination Deadline</b>	April 1, 2022	September 1, 2022
<b>Application Deadline</b>	April 30, 2022	September 30, 2022
<b>Orientation (mandatory)</b>	Early September 2022	Early January 2023

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 and in-person events.



## Commerce Academic Calendar

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

Term	Fall 2022*	Winter 2023*
<b>Course Selection Period</b>	August 2022	December 2022
<b>Course Dates</b>	September 6 - December 2, 2022	January 9 - April 7, 2023
<b>Exam Period</b>	December 7 - 21, 2022	April 13 - 29, 2023
<b>No Classes or Exams</b>	October 11 - 14, 2022 (Mid-Term Break) October 10, 2022 (Thanksgiving)	February 20, 2023 (Family Day) February 21 - 24, 2023 (Reading Week) April 7, 2023 (Good Friday)
<b>Transcripts Available</b>	Sent directly to partner school in Winter 2023. 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 2023. 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 (4 months)	Two Terms (8 Months)
Off-Campus Housing (includes utilities)	\$2,600 - \$4,100	\$5,200 - \$8,200
Food	\$1,140	\$2,280
Textbooks & Supplies	\$100-\$300 per course	
Phone	\$150-\$250	\$300-\$500
Clothing	\$300	\$600
Miscellaneous (not including additional travel)	At least \$1,000	At least \$1,000

\*Fees are based on the 2021-2022 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)	\$252	\$504
Supplementary Medical Insurance (optional)	\$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](#).

## 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.





## 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 and Networks:** 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 \(QUIC\)](#)
- [Commerce Society and Smith Global Network \(SGN\)](#)
- [Smith Connect](#)

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

## Life at Smith

### Key Features

- Exceptional atmosphere, personal attention, highly engaged faculty, and a powerful sense of community
- Areas of focus: entrepreneurship, social impact, investment banking, accounting, marketing, consulting, international business, human resources and more
- Learn from award-winning professors and industry experts
- Dynamic learning: classes, team challenges, presentations, consulting projects and living business cases
- Global business content and globally connected
- Commerce Society, teams, clubs, competitions, sports, and volunteering opportunities for a well-rounded experience
- Personal support from staff, academic advisors and personal counsellors committed to your success
- Queen's University [Department of French Studies](#) offers French language courses for exchange students

## Kingston

Kingston is Canada's first capital and a rich cultural city, located in the heart of Eastern Ontario, a short drive away from Toronto, Ottawa and Montreal in Canada, and close to New York City or Boston in the U.S.A.

### City Rankings include:

- Top- five university towns in the world with nearly 30,000 students
- #1 in terms of restaurants per capita in Canada
- #1 "smartest" city in Canada with the highest number of PhDs per capita
- One of the safest cities in Canada and North America

## Weather

Kingston enjoys milder temperatures than the national average, but a higher than average amount of snowfall

### Monthly Average Temperatures in Kingston:

	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Year
°C	-7.2	-7.2	-2.0	5.1	11.6	17.0	20.3	19.7	15.8	9.4	2.7	-4.2	6.5
°F	19.0	19.0	28.4	41.2	52.9	62.6	68.5	67.5	60.4	48.9	36.9	24.4	43.7

## Acknowledgement of Territory

"Smith School of Business is situated on traditional Anishinaabe and Haudenosaunee Territory. To acknowledge this traditional territory is to recognize its longer history, one predating the establishment of the earliest European colonies. We acknowledge the land's significant importance for the Indigenous people who settled, migrated, and travelled through here. Today we continue to live side by side upon this land with the people who continue to practice their spiritual ties to the land in relationship to the territory and its other inhabitants. The Kingston Indigenous community continues to reflect the area's Anishinaabek and Haudenosaunee roots. There is also a significant Métis community and First Peoples representation from other Nations across Turtle Island present here today" Ann Deer, 2020

## Undergraduate Team

### Angela James

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

### Tenay Bartzis

Manager, Operations

### Jessica Rangel

Manager, Exchange

### Jacoba Franks

Exchange Advisor

### Keeley Moloney

Exchange Advisor

### Brandi O'Ray

Program Administrator



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.

