

Fact Sheet 2015/2016



Centre
For International
Management

Exchange Semester Timeline

	Fall 2015	Winter 2016
Nomination*	April 1	September 1
Application	April 30	September 30
Course Selection	Commerce: July - September MBA: July	Commerce: July - January MIB: November
Orientation	September 7 & 8	January 3 & 4
Course Add**	September 2 – 18	September 2 – January 15
Course Drop**	September 3 – November 6	September 3 – February 26
Course Dates**	Commerce: September 14 - December 4 MBA: August 31 - December 11	Commerce: January 4 - April 1 MIB: January 5 - April 1
Pre-Exam Study Period	Commerce: December 5 – December 8 MBA: Exams take place during class schedule	Commerce: April 2 – 6 MIB: Exams take place during class schedule
Exam Period	Commerce: December 9 – 23 MBA: Exams take place during class schedule	Commerce: April 7 - 23 MIB: Exams take place during class schedule
Earliest Departure Date	Commerce: December 24 MBA: after last course is completed	Commerce: April 30 MIB: April 1
No Classes or Exams	October 12 – Thanksgiving Day December 6 – Commemoration Day	February 15-19 – Reading Week March 25 – Good Friday
Transcripts Available***	February	June

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

** MBA courses are scheduled in 2-3 week blocks. The first course starts on August 31, the last course ends on December 11. Students are permitted to add or drop a course prior to the beginning of the second class.

*** Transcripts will be sent directly to the partner university in February and June of each year.

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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 BCom 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 M2 of a Masters' program in order to be admitted into either graduate program.

Orientation

Queen's School of Business runs a mandatory orientation for all incoming exchange students. The orientation will provide information on Queen's 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

The Queen's University Exchange Student Guide provides students with important information about Queen's along with the necessary guidance to becoming a Queen's student. http://queensu.ca/mc_administrator/sites/default/files/assets/pages/thinkglobal/Handbook1415print.pdf

Housing

On Campus (Residence)

A total of 82 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 of \$525 must be submitted at the same time as the residence application. A variety of meal plans will be available for students. Students will also have access to a common room with a small kitchenette.

Residence Application and Deposit Deadlines

Fall Term: July 1, 2015 | **Winter Term:** December 1, 2015

To find out more about residence, please visit:

http://residences.housing.queensu.ca/applications_assignments/how-to-apply/exchange-student-application/

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.

One of the best off-campus housing options for exchange students is the Science '44 Co-op: www.science44co-op.com

Queen's Housing Databases

- International Housing Office (IHO) Database: www.quic.queensu.ca/resource/housing.asp
- Queen's University Community Housing Service: http://housing.queensu.ca/community_housing
- Housing Anywhere: a service open to all students which provides a list of student housing options in Kingston and around the world: www.housinganywhere.com

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: www.quic.queensu.ca/resource/housingresources.asp

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: www.quic.queensu.ca/resource/housingmaps.asp.

Living Expenses 2014-2015

Expenses	One Term	Two Terms
On Campus/Residence Fees <i>(excluding optional meal plan)</i>	\$3,554	\$6,488
ResNet <i>(Internet Fees)</i>	\$80	\$160
Student Government	\$50	\$100
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>	\$216	\$432
Supplementary Medical Insurance <i>(optional)</i>		
• Commerce & MBA students use AMS plan	\$120.87 AMS	\$241.74 AMS
• MIB students use SGPS plan	\$420.00 SGPS	\$460.00 SGPS
Textbooks & Supplies <i>(costs vary according to area and level of study)</i>		
• Commerce		• Approximately \$100 to \$300 per course
• MBA (Fall)		• \$100 mandatory material fee per course
• MIB (Winter)		• \$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

Academic Expectations

Language of Instruction: English

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

Requirements	Undergraduate	Graduate
Internet based TOEFL	24 (writing) 22 (speaking) 22 (reading) 20 (listening) 88 Overall	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

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.

http://business.queensu.ca/about/academic_integrity/index

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

Attendance: Strongly Recommended

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

Credit Weight: One-term course taught for 36 hours is worth 3.0 units (6 ECTS).

Class Size: 40 – 80 students

Work load: For every hour of class time, students should plan for approximately 3.5 hours of additional independent/group work. For example, 36 class hours may equal 126 hours of independent work for a total of 162 hours of workload per course.

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

- Exchange students must take between a minimum of 3 courses per term and a maximum of 5 courses per term
- Each course consists of 36 contact hours, which is scheduled in 3 hours per week over a period of 12 weeks
- Students may take some courses from a different faculty other than Queen's School of Business (QSB), however the majority of courses must be taken from QSB
- For a listing of Commerce courses, please visit: http://qsb.ca/bcom_courses

Graduate - Masters Programs

- MBA elective courses are run in a modular structure and begin August 31 and continue until mid-December
- MIB elective courses are 3 class room hours per week over a 12 week term from January to April
- Each course consists of 36 classroom hours
- Exchange students must take between a minimum of 3 courses per term and a maximum of 5 courses per term
- MIB courses are listed at: http://business.queensu.ca/grad_studies/mib/single_degree/index.php.
- MBA courses are listed at: http://business.queensu.ca/mba_programs/mba/about_the_program/index.php. MBA courses fall into one of six elective streams: consulting, entrepreneurship & innovation, finance, healthcare management, marketing & sales, or general management. You may choose to select courses from multiple specializations.

Services for Students

International Students Service

Non-Academic Issues: Queen's University International Centre www.quic.queensu.ca

Computer Services

Goodes Hall, home to Queen's School of Business, has wireless network access throughout the building, as well as a full service IT department in the lower level.

On-Campus Facilities

Queen's offers a range of facilities on campus including the Athletic and Recreation Centre (pool, gym, weight rooms), libraries, the Campus Bookstore, Student Health Services, various cafeterias, as well as an assortment of places in which to relax with friends (Queen's Pub, Alfies, Common Ground, The Tea Room just to name a few).

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.

Health, Counselling and Disability Services

The Health, Counseling and Disability Services supports the personal, academic and social development of students at Queen's University by providing a range of programs and services appropriate to meet needs. For more information, please visit www.queensu.ca/hcdis.

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 www.queensu.ca/qsoe/exchange.html.

Visa and Study Permit

Entry Visa

Citizens of certain countries and territories will require a visa to visit Canada. For a full list of countries whose citizens require a visa to enter Canada as visitors, please visit: www.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. www.cic.gc.ca

You will need to provide:

- A valid passport which you will get from your government.
- 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: www.cic.gc.ca/english/study/study-how-documents.asp
- A medical examination may be required.

Health Insurance

University Health Insurance Plan (UHIP) (mandatory)

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, www.uhip.ca. Fees are subject to change from year to year.

Supplementary medical insurance (optional) 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/health for MIB students.

Centre for International Management Team

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*Last updated February 2015