



# Smith Undergraduate Commerce Exchange Fact Sheet



2023/24



# Smith Undergraduate Exchange Fact Sheet 2023/24

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 Smith Commerce is consistently ranked amongst Canada's best undergraduate business programs. 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 135 business schools in over 40 regions and welcomes more than 500 international exchange students annually. Every year, well over 600 of our students travel to international destinations to participate in an international exchange or complete their global business projects.



## Important Commerce Dates

| Term                               | Fall 2023<br>(September–December)/Full Year | Winter 2024<br>(January–April) |
|------------------------------------|---|--------------------------------|
| <b>Nomination Deadline</b>         | April 1, 2023                               | September 1, 2023              |
| <b>Application Deadline</b>        | April 30, 2023                              | September 30, 2023             |
| <b>Orientation<br/>(mandatory)</b> | Early September 2023                        | Early January 2024             |

Course registration begins in the summer. Therefore, nominating students by April 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.



## Commerce Academic Calendar

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

| Term                           | Fall 2023*   | Winter 2024*  |
|--------------------------------|--|---|
| <b>Course Selection Period</b> | Mid-late July 2023<br>Mid-August – September 18, 2023  | Mid-late July 2023<br>Mid-August – January 19, 2024   |
| <b>Course Dates</b>            | September 5 – December 5, 2023   | January 8 – April 8, 2024   |
| <b>Exam Period</b>             | December 7 – 21, 2023  | April 11 – 25, 2024   |
| <b>No Classes or Exams</b>     | October 9, 2023 (Thanksgiving)<br>October 10 – 13, 2023 (Mid-term Break)   | February 19, 2024 (Family Day)<br>February 20 – 23, 2024 (Reading Week)<br>March 29, 2024 (Good Friday)   |
| <b>Transcripts Available</b>   | Sent directly to partner school in Winter 2024.<br>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 2024.<br>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

|   |   |
|---|---|
| Internet-based TOEFL                                  | 24 (writing) 22 (speaking)<br>22 (reading) 20 (listening)<br>88 Overall |
| Paper-based TOEFL                                     | Essay rating score of 5.0<br>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  |
| Duolingo English Test                                 | Minimum score 110   |
| Cambridge English                                     | 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 class-room 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.

## CLASS FORMAT

Lectures, presentations, teamwork, and case studies.

## ATTENDANCE

Mandatory for all courses.

## 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).

## 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.

36

Contact hours  
per course

3.0

Queen's units  
per course

40-

80

Students  
per class

## Living Expenses & Housing

| Expenses*  | Per Month                  |
|--|----------------------------|
| Off-Campus Housing <i>(includes utilities)</i>         | \$ 720 - \$ 1,380          |
| Food   | \$ 315                     |
| Textbooks & Supplies                                   | \$ 50 - \$150 per course   |
| Phone  | \$ 35 - \$65               |
| Clothing   | \$ 300 per term (4 months) |
| Miscellaneous <i>(not including additional travel)</i> | Minimum \$280              |

\*Fees are based on the 2022 – 2023 academic year and are 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.

| Fees*   | One Term | Two Terms |
|---|----------|-----------|
| UHIP Medical Insurance <i>(mandatory)</i>         | \$252    | \$504     |
| Supplementary Medical Insurance <i>(optional)</i> | \$206.26 | \$309.38  |

\*Fees are based on the 2022 – 2023 academic year and are approximations. Mandatory fees will automatically be applied to each student's account.

### 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 Commerce Global Network (CGN)
- [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.

Kingston is known as a student-centered town with nearly 30,000 students. With more restaurants per capita than almost any other city in Canada, even the most discerning of foodies will find some new favourites here.

The majority of Queen's students live within a 15-minute walk to campus, eliminating the time-consuming commutes associated with universities in larger urban centres. This closeness creates a strong sense of community amongst our students that is truly unique.

## 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 |
|----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|
| °C | -6  | -6  | -1  | 6   | 13  | 18   | 21  | 21  | 16  | 10  | 4   | -2  |
| °F | 21  | 21  | 30  | 43  | 55  | 64   | 70  | 70  | 61  | 50  | 39  | 28  |

## Acknowledgement of Territory

Smith School of Business at Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory. We are grateful to be able to be live, learn and play on these lands.

### Undergraduate Team

#### Angela James

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

#### Tenay Bartzis

Manager, Operations

#### Jessica Rangel

Manager, Exchange

#### Liying Zhang

Project Coordinator

#### Dena Purdy

Associate Director  
International Exchange Programs  
(Commerce)

#### Keeley Moloney

Outgoing Exchange Advisor

#### Nathan Martin

Incoming Exchange Advisor

#### Brandi O'Ray

Program Administrator



Centre for  
International  
Management

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

Goodes Hall, Room 294, 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.

