

GENERAL FACT SHEET 2013/2014

Queen's School of Business, Centre for International Management

143 Union Street Kingston, Ontario, CANADA K7L 3N6

Telephone: + (613) 533-6833 Fax: + (613) 533-2057

Email: exchange@business.queensu.ca

www.queensu.ca www.qsb.ca/international

www.business.queensu.ca/bcom www.qsb.ca/mib www.qsb.ca/mba

ACADEMIC CALENDAR

<u>Term</u>	<u>Course Dates</u>	<u>Expected Arrival Date</u>	<u>Orientation Dates</u>
Fall 2013			
Commerce:	Sept. 9 – Dec. 18, 2013	before Sept. 2, 2013	Sept. 3, 2013
MIB:	Sept. 3 – Dec. 13, 2013	before Sept. 2, 2013	Sept. 3 - 13, 2013
Winter 2014			
Commerce:	Jan. 6 – April 26, 2014	before Jan. 3, 2014	Jan. 3, 2014
MBA:	Jan. 6 – April 30, 2014	before Jan. 3, 2014	Jan. 3, 2014

DEADLINES

<u>Term</u>	<u>Nomination Deadline</u>	<u>Application Deadline</u>
Fall 2013	April 1, 2013	April 30, 2013
Winter 2014	September 1, 2013	September 30, 2013

If possible, please nominate your students by April 1, 2013 for both Fall and Winter terms as it will provide students with better access to our course offerings.

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 be given the opportunity to express any concerns or issues and have an opportunity to meet other 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:

www.quic.queensu.ca/incoming/welcomeandorientation.asp.

HOUSING

On campus (residence):

Many exchange students report to us that they enjoy the convenience of staying in residence during their exchange at Queen's. Undergraduate exchange students may choose between the following two residences: Harkness International Hall, and Jean Royce Hall.

Residence Application Deadlines:**Fall Term:** July 1, 2013**Winter Term:** December 1, 2013To find out more about residence, please visit: <http://housing.queensu.ca/residences>.**Off Campus:**

Many exchange students choose to live off-campus. Finding appropriate living arrangements in Kingston can be a challenge – especially in the Fall term. We recommend that if you choose to live off-campus, you come to 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: Global housing service with annual subscription sponsored by Queen's
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 2012-2013		
	One Term	Two Terms
Housing		
Residence Fees (excluding meal plan)	\$3145	\$6289
ResNet (Internet Fees)	\$80	\$160
Student Council Fees (rates vary according to residence)	\$45.68	\$91.35
Off Campus Housing (includes utilities)	\$1,800 (approx.)	\$3,600 (approx.)
Food		
	\$1,200 (approx.)	\$2,400 (approx.)
UHIP Medical Insurance (mandatory)	\$228	\$456
Supplementary Medical Insurance (optional) Commerce/MBA students use AMS plan MIB students use SGPS plan	\$226.99 AMS \$420.00SGPS	\$226.99 AMS \$840.00 SGPS
Textbooks & Supplies Commerce MIB MBA	Approximately \$100 to \$300 per course \$90 per course \$100 per course	
Telephone	\$80 to \$180 (approx.)	\$160 to \$360 (approx.)
Clothing	\$250 (approx.)	\$500 (approx.)
Miscellaneous (not including additional travelling)	at least \$600	at least \$900

ACADEMIC EXPECTATIONS

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

Language of Instruction English

Language Requirements Please take note of the following minimum requirements:

	UNDERGRADUATE	GRADUATE
INTERNET BASED TOEFL	88 Overall 24 (Writing) 22 (Speaking) 22 (Reading) 20 (Listening)	100 Overall
COMPUTER BASED TOEFL	237 Overall Essay Rating score of 5.0	250 Overall
INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM	Score of 7 on Academic Module	Score of 7 on Academic Module

Attendance: Strongly Recommended

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

Grading:

Queen's GPA Conversion Chart

Letter Grade	Grade Points	Percentage	Notes
A+	4.3	90 – 100	
A	4.0	85 – 89.9	
A-	3.7	80 -84.9	
B+	3.3	77 – 79.9	
B	3.0	73 – 76.9	
B-	2.7	70 – 72.9	
C+	2.3	67 – 69.9	
C	2.0	63 – 66.9	
C-	1.7	60 – 62.9	
D+	1.3	57 – 59.9	
D	1.0	53 – 56.9	
D-	0.7	50 – 52.9	
F	0.0	0 – 49.9	Failure
P	-		Pass; no grade assigned
FR	-		Failure with review
CR	-		Credit
IN	-		Incomplete

Credit Weight	One-term course is 12 weeks in duration with three hours of instruction a week is worth 3.0 units
Class Size:	40 – 80 students
Course Load:	<p>Commerce:</p> <ul style="list-style-type: none"> • 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, however the majority of courses must be taken from the Commerce Program • For a listing of Commerce courses, please visit: www.queensu.ca/calendars/business <p>Master of International Business (MIB):</p> <ul style="list-style-type: none"> • MIB courses are organized into 2 sequential 6 week “blocks”, with a one week break following the first block. Students will be able to take a maximum of three courses per block period. • Each course consists of 36 contact hours, which is usually – though not exclusively – scheduled in 6 hours per week over a period of 6 weeks • For a listing of MIB courses, please visit: www.business.queensu.ca/grad_studies/mib/courses.php <p>Queen’s MBA:</p> <ul style="list-style-type: none"> • MBA elective courses begin in early January and continue until the end of April; they are organized in 3 week “blocks” • Each course consists of 36 classroom hours, which is usually scheduled as 12 sessions of 3 hours each • Exchange students must take between a minimum of 2 courses per term and a maximum of 5 courses per term • Courses fall into one of five elective streams: finance, marketing, innovation and entrepreneurship, consulting and project management, or general management.
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 ½ hour and translation dictionary (not electronic dictionary) are available to exchange students whose first language is not English (for final exams only).

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 as a full-time Queen's student, including a free city bus pass.

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.

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

VISAS AND STUDY PERMITS

Entry Visas:

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

Study Permit:

Students from many countries may require a permit in order to study in Canada. To obtain a Study Permit you must contact a Canadian embassy or consulate or government representative outside of Canada. This will cost \$125 Canadian and the process can take up to 3 months. 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.
- A medical examination may be required.

HEALTH INSURANCE

University Health Insurance Plan (UHIP)

UHIP medical insurance offers coverage for basic services like emergency hospital visits and physical examinations. 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. **The 2012-2013 UHIP fees were** \$228.00 (one term) and \$456.00 (full year).

CENTRE FOR INTERNATIONAL MANAGEMENT TEAM

Director	Ms. Angela James	ajames@business.queensu.ca
Associate Director, Masters of International Business Program	Mr. Ben Whitney	bwhitney@business.queensu.ca
Manager, Exchange Program	Ms. Cindy Price	cprice@business.queensu.ca
Program Manager, Master of International Business (Exchange & Double Degree)	Ms. Jennifer McNeely	jmcneely@business.queensu.ca
Exchange Coordinator (Americas, Asia, Australia, Ireland, Nordic, New Zealand, Russia, UK)	Ms. Jacoba Franks	jfranks@business.queensu.ca
Exchange Coordinator (Central and Eastern Europe, Turkey)	Ms. Emily Mantha	emantha@queensu.ca
Exchange Coordinator (Central and Eastern Europe, Turkey)	Ms. Tenay Gunter	on maternity leave
Program Administrator	Ms. Giovanna Crocco	gcrocco@business.queensu.ca
Program Support	Ms. Kim Bellefontaine	kim.bellefontaine@queensu.ca