

UNDERGRADUATE FACT SHEET 2011/12

Queen's School of Business
Centre for International Management
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ACADEMIC CALENDAR

<u>Term</u>	<u>Sessional Dates</u>	<u>Orientation Date</u>	<u>Expected Arrival Date</u>
Fall 2011	12 September – 21 December 2011	September 6, 2011	before September 5, 2011
Winter 2012	9 January – 30 April 2012	January 6, 2012	before January 5, 2012

DEADLINES

<u>Term</u>	<u>Nomination Deadline</u>	<u>Application Deadline</u>
Fall 2011	April 1, 2011	April 30, 2011
Winter 2012	September 1, 2011	September 30, 2011

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, 2011

Winter Term: December 1, 2011

To 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 International Exchange Housing List (this site is restricted to Commerce exchange students – log-in required)
<https://commerce.queensu.ca/internationalexchange/housing.nsf/index>
- Queen's University Community Housing Service:
http://housing.queensu.ca/community_housing/

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

	One Term	Two Terms
Housing		
Residence Fees (excluding meal plan)	\$2758	\$5516
ResNet (Internet Fees)	\$80	\$160
Student Council Fees (rates vary according to residence)	\$42.44-44.64	\$84.87-89.28
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 students use AMS plan	\$199.76 AMS	\$199.76 AMS
Textbooks & Supplies	\$400-\$500 (approx.)	\$600-\$1,000 (approx.)
Telephone	\$120 (approx.)	\$240 (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	TOEFL: Internet Based TOEFL 88 overall: 24 Writing, 22 Speaking, 22 Reading, 20 Listening. Computer Based TOEFL: 237 + Essay Rating score of 5.0. IELTS: Overall Score of 7																																																																												
Attendance:	Strongly Recommended																																																																												
Participation:	Students are encouraged to be active participants; some classes will include a participation grade																																																																												
Grading:	<p style="text-align: center;">Queen's Commerce GPA Conversion Chart</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Letter Grade</th> <th>Grade Points</th> <th>Percentage</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>A+</td> <td>4.3</td> <td>90 – 100</td> <td></td> </tr> <tr> <td>A</td> <td>4.0</td> <td>85 – 89.9</td> <td></td> </tr> <tr> <td>A-</td> <td>3.7</td> <td>80 -84.9</td> <td></td> </tr> <tr> <td>B+</td> <td>3.3</td> <td>77 – 79.9</td> <td></td> </tr> <tr> <td>B</td> <td>3.0</td> <td>73 – 76.9</td> <td></td> </tr> <tr> <td>B-</td> <td>2.7</td> <td>70 – 72.9</td> <td></td> </tr> <tr> <td>C+</td> <td>2.3</td> <td>67 – 69.9</td> <td></td> </tr> <tr> <td>C</td> <td>2.0</td> <td>63 – 66.9</td> <td></td> </tr> <tr> <td>C-</td> <td>1.7</td> <td>60 – 62.9</td> <td></td> </tr> <tr> <td>D+</td> <td>1.3</td> <td>57 – 59.9</td> <td></td> </tr> <tr> <td>D</td> <td>1.0</td> <td>53 – 56.9</td> <td></td> </tr> <tr> <td>D-</td> <td>0.7</td> <td>50 – 52.9</td> <td></td> </tr> <tr> <td>F</td> <td>0.0</td> <td>0 – 49.9</td> <td>Failure</td> </tr> <tr> <td>P</td> <td>-</td> <td></td> <td>Pass; no grade assigned</td> </tr> <tr> <td>FR</td> <td>-</td> <td></td> <td>Failure with review</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>CR</td> <td>-</td> <td></td> <td>Credit</td> </tr> <tr> <td>IN</td> <td>-</td> <td></td> <td>Incomplete</td> </tr> </tbody> </table>	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
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Credit Weight	Generally, a one-term course taught for three hours a week is worth 3.0 credits. Similarly, a full-year course taught for three hours a week is worth 6.0 credits. Variations may occur as dictated by course requirements and workload.																																																																												
Class Size:	40 – 75 students																																																																												
Course Load:	Exchange students must take between a minimum of 4 courses/term and a maximum of 5 courses/term Although students may take some courses from a different faculty, the majority of courses must be taken from the Commerce Program For a listing of Commerce courses, please visit: www.queensu.ca/calendars/business																																																																												

Work load:	For every hour of class time, students should expect an additional 3.5 hours of independent/group work. For example, 36 class hours equals 126 hours of independent work for a total of 162 hours.
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).

ACADEMIC CALENDAR

Academic Advising

Ben Whitney is the academic counsellor for all incoming exchange students. Students can stop by or make an appointment to meet with Ben in the Centre for International Management (Goodes Hall, Room 444).

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 University offers a range of facilities on campus including a Physical Education Centre, libraries, the Campus Bookstore, Student Health Services, a post office, various cafeterias, as well as an assortment of places in which to relax with friends (Queen's Pub, Alfies, Common Ground, 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, Counselling and Disability Services department supports the personal, academic and social development of students at Queen's University by providing a range of programs and services appropriate to their needs.

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 in the form of an unconditional letter of acceptance from Queen's University offering you admission.
- 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.
- A Study Permit is needed to work on campus. Exchange students may not work off campus.

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.

The 2011-2012 UHIP fees are as follows:

- \$240.00 (one term)
- \$480.00 (full year)

CENTRE FOR INTERNATIONAL MANAGEMENT TEAM

Director: Angela James	ajames@business.queensu.ca
Academic Advisor: Ben Whitney	bwhitney@business.queensu.ca
Incoming Exchange Coordinator: Jennifer McNeely	jmcneely@business.queensu.ca
Outgoing Exchange Coordinator: Katie Bryant	kbryant@business.queensu.ca
Administrative Assistant: Lisa Harris	exchange@business.queensu.ca

CONTACT INFORMATION

University Website:	www.queensu.ca
School of Business Website:	www.business.queensu.ca
Exchange Website:	www.business.queensu.ca/international