



Master of Business  
Administration  
Exchange Program

Master of  
International Business  
Exchange Program

# Smith Graduate Exchange Fact Sheet

2021/22 



# Smith Graduate Exchange Fact Sheet 2021/22

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.

## Centre for International Management

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.

## Orientation

Smith School of Business runs a mandatory orientation for all incoming exchange students. Orientation provides a warm welcome to our campus and academic programs, student societies, and support. It is an opportunity to meet staff from the Centre for International Management and network with other exchange students, while enjoying fun and productive activities!





### Graduate Exchange Eligibility

Our MBA exchange program is offered in the Fall and Summer Terms for the 2021/22 academic year. Our MIB exchange program is offered in the Winter Term only for the 2021/22 academic year. Students must be enrolled in an MBA or in the 2<sup>nd</sup> year/M2 of a Master's program in order to be admitted into either graduate program.

### Language Requirements Language of Instruction: *English*

<b>Internet-based TOEFL</b>	100 Overall
<b>Paper-based TOEFL</b>	600 Overall
<b>International English Language Testing System (IELTS)</b>	Score of 7 on academic module

### Smith School of Business Grading Queen's GPA (*Grade Point Average*) Scale

Percentage	Letter	Point	Description
90–100%	A+	4.3	Outstanding work displaying a mastery of concepts/subject matter
85–89%	A	4	Excellent work showing a strong conceptual and substantive understanding
80–84%	A-	3.7	Very good work showing greater knowledge depth and analytical ability
77–79%	B+	3.3	Good work showing an above average level of knowledge and ability
73–76%	B	3	Competent work showing an average level of knowledge and ability
70–72%	B-	2.7	Work showing a basic understanding but lack of knowledge and/or ability
67–69%	C+	2.3	
63–66%	C	2	Weak work indicating a lack of knowledge and/or ability
60–62%	C-	1.7	
57–59%	D+	1.3	
53–56%	D	1	Work showing major deficiencies
50–52%	D-	1.7	
< 50%	F	0	Completely unacceptable quality of work
P	Pass; no grade assigned		
CR	Credit		
IN	Incomplete		



# Master of Business Administration

FALL TERM 2021 (SEPTEMBER-DECEMBER) AND  
SUMMER TERM 2022 (JULY-AUGUST)

Our Full-time MBA program is a team-based, one-year student experience in a customized learning environment. Students in our program come from very diverse backgrounds; academically, culturally, and professionally. This is an MBA unlike any other. It delivers both the technical expertise and interpersonal skills development that employers require today. This fast-paced, collaborative, and supportive environment provides students with the tools they need to be successful in the classroom and team-rooms, while preparing them for future leadership roles in business.

## Important MBA Dates

The following term dates are applicable to Master of Business Administration (MBA) exchange students only.

Term	Fall 2021 (September-December)	Summer 2022 (July-August)
<b>Nomination Deadline</b> (for office use)	April 1, 2021	March 1, 2022
<b>Application Deadline</b>	April 30, 2021	March 31, 2022
<b>Orientation (mandatory)</b>	August 30, 2021*	TBC

\*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. Exchange Orientation will be held over multiple days the week of August 30th, 2021.

## MBA Academic Calendar\*

<b>Course Selection</b>	June 1-July 1, 2021 (Fall) May 2022 (Summer)
<b>Add/Drop Period</b>	Up to the start of the 2 <sup>nd</sup> class
<b>Course Dates</b>	Fall: September 1-December 10, 2021 Summer: July 2-August 31, 2022
<b>Exam Period</b>	Exams are held within the course dates
<b>No Classes or Exams</b>	October 11, 2021 (Thanksgiving) December 6, 2021 (Commemoration Day)
<b>Transcripts Available</b>	Sent directly to partner school in February 2022 for Fall exchanges and October 2022 for Summer exchanges. We recommend students request a copy prior to departing Queen's from the Registrar's Office or via SOLUS (for personal use).

\*Please note: Dates are subject to change.



## MBA Summer Exchange

Smith School of Business now offers a summer exchange option for incoming MBA Exchange Students. The courses run from July to August and are delivered in modular format. For further details on this short-term opportunity, please contact [smithgradexchange@queensu.ca](mailto:smithgradexchange@queensu.ca).

## MBA Course Structure

- MBA courses fall into one of six streams: *Consulting, Digital Transformation, Entrepreneurship and Innovation, Finance, Management Analytics, and Marketing and Sales*. You may select courses from multiple streams.
- Exchange students must take 3-4 courses per term. It is highly recommended that exchange students take a maximum of four courses based on the course structure and contents.
- MBA courses are offered in modular format and are listed at [smithqueens.com/mba](https://smithqueens.com/mba).

**NOTE:** Exact course availability will be confirmed during the application process.

# Master of International Business

WINTER TERM 2022 (JANUARY-APRIL)

Our Master of International Business program has been designed for business students who are looking to broaden their understanding of cross-cultural management, while building a solid understanding of the global business environment. Students in the MIB program come from all over the world to be a part of a dynamic community of global citizens and you will quickly become a part of that network, while being challenged to think about business from an international perspective.

## Important MIB Dates

The following term dates are applicable to Master of International Business (MIB) exchange students only.

Term	Winter 2022 (January-April)
<b>Nomination Deadline</b> (for office use)	September 1, 2021
<b>Application Deadline</b>	September 30, 2021
<b>Orientation (mandatory)</b>	January 6-7, 2022

## MIB Academic Calendar\*

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

<b>Course Selection</b>	After receiving your letter of acceptance
<b>Add/Drop Period</b>	Up to the start of the 2 <sup>nd</sup> class
<b>Course Dates</b>	Module 1: January 10–February 18, 2022 Module 2: February 28–April 8, 2022
<b>Exam Period</b>	Exams are held within the course dates
<b>No Classes or Exams</b>	February 21, 2022 (Family Day) February 22-25, 2022 (Winter Reading Week) April 15, 2022 (Good Friday)
<b>Transcripts Available</b>	Sent directly to partner school in June 2022. We recommend students request a copy prior to departing Queen's from the Registrar's Office or via SOLUS (for personal use).

\*Please note: Dates are subject to change.



## MIB Course Structure

- MIB elective courses are offered in 6-week modules.
- Exchange students must take a minimum of 3 courses during their exchange term. It is recommended that they take a maximum of 5 and no more than 3 courses per 6-week block.
- A course list can be found at [smithqueens.com/mib](https://smithqueens.com/mib).

Note: Exact course availability will be confirmed during the application process.

# Course Information

## WORK LOAD

Smith's courses are demanding with ongoing assessment, team work, final projects, and/or exams. For every hour of class time, students should plan for approximately 3-4 hours of additional independent and/or team work.

## CLASS FORMAT

Lectures, presentations, team work, and case studies.

## ATTENDANCE

Mandatory in all courses.

## PARTICIPATION

Students are encouraged to be active participants; most classes will include a participation grade.

## 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.

18-

36

Contact hours  
per course

1.5-

3.0

Queen's units  
per course

30-

60

Students  
per class



### Living in Kingston

Finding appropriate living arrangements in Kingston can be a challenge, especially in the fall term. We recommend that you arrive to Kingston at least one week before your classes begin in order to find adequate accommodations.

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, click [here](#). You may also find it useful to consult [these local maps](#) to help you determine the proximity of these properties to Queen's campus.



### Living Expenses & Housing (per term)

<b>Off-Campus Housing</b> (includes utilities)	\$2,400-\$3,800 (approximately)
<b>Food</b>	\$800 (approximately)
<b>Textbooks &amp; Supplies</b> <ul style="list-style-type: none"> <li>• MBA (Summer and Fall)</li> <li>• MIB (Winter)</li> </ul>	\$125 mandatory material fee per course
<b>Telephone</b>	\$150 to \$250 (approximately)
<b>Clothing</b>	\$300 (approximately)
<b>Miscellaneous</b> (not including additional traveling)	At least \$800

Fees are subject to change. Fees are based on the 2020-2021 academic year.





Due to the ongoing response to COVID-19, information is subject to change. You should not book any travel or accommodations until you have received your acceptance letter and Certificate of Admission.



## 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.

UHIP Medical Insurance (mandatory)	\$252
Supplementary Medical Insurance (optional)	
<ul style="list-style-type: none"> <li>MBA students: <a href="http://studentcare.ca/rte/en/QueensUniversityAMS_Home">studentcare.ca/rte/en/QueensUniversityAMS_Home</a></li> </ul>	\$308.87 AMS
<ul style="list-style-type: none"> <li>MIB students: <a href="http://sgps.ca/sgps-health-and-dental-plan/">sgps.ca/sgps-health-and-dental-plan/</a></li> </ul>	\$406.67 SGPS

Fees are based on the 2020-2021 academic year and are subject to change. Mandatory fees will automatically be applied to each student's account.

### OPTIONAL | Supplementary Medical Insurance

Supplementary insurance is available and covers some 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 offices: [Alma Mater Society \(AMS\)](#) for MBA students and [Society of Graduate and Professional Students \(SGPS\)](#) for MIB students.

## 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 the facilities listed below:

**On-Campus Facilities:** 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 \(QUIC\)](#)

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

## 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.





## Graduate Team

### Angela James

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

### Alison Darling

Associate Director

### Tenay Bartzis

Manager, Operations

### Michelle Bennett

Manager, Student Support

### Jessica Rangel

Manager, Exchange

### Alison Doyle

International Assistant

### Heather Poechman

International Assistant



Centre for  
International  
Management

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

Goodes Hall, Room 321, Queen's University  
Kingston, Ontario, Canada, K7L 3N6

[smithgradexchange@queensu.ca](mailto:smithgradexchange@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.

