



Master of Business  
Administration  
Exchange Program

Master of  
International Business  
Exchange Program

# Smith Graduate Exchange Fact Sheet

2024/25 



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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 (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.

## **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!

## **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
- 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





### Graduate Exchange Eligibility

Our MBA exchange program is offered in the Fall and Summer Terms. Our MIB exchange program is offered in the Winter Term. 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 2024 (SEPTEMBER-DECEMBER) AND  
SUMMER TERM 2025 (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 2024 (September - December)	Summer 2025 (July - August)
Nomination Deadline	April 1, 2024	March 1, 2025
Application Deadline	April 30, 2024	March 31, 2025
Orientation (mandatory)*	August 30, 2024	TBC

\*Smith School of Business Exchange Orientation is mandatory, and all students are expected to attend in-person.

## MBA Academic Calendar\*

Course Selection	June - July (2024) May 2025 (Summer)
Add/Drop Period	Up to the start of the 2 <sup>nd</sup> class
Exchange Orientation	August 30, 2024 (Fall) TBC (Summer)
Course Dates	Fall: August 30 - December 8, 2024 Summer: July 2 - August 30, 2025
Exam Period	Exams are held within the course dates
No Classes or Exams	October 14, 2024 (Thanksgiving)
Transcripts Available	Sent directly to partner school in February 2025 for Fall exchanges and October 2025 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 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 [here](#).

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

## MBA Class

- The MBA unlike any other, delivers both the technical expertise and the interpersonal skills development that employers require today.
- The Full-time MBA has deliberately small class sizes and diverse student backgrounds which make for an outstanding experience.
- Typically, more than 40 per cent of your MBA classmates will come from outside Canada.

# Master of International Business

WINTER TERM 2025 (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 2025 (January – April)
Nomination Deadline	September 1, 2024
Application Deadline	September 30, 2024
Orientation (mandatory)	January 6, 2025

\*Smith School of Business Exchange Orientation is mandatory, and all students are expected to attend in-person.

## MIB Academic Calendar\*

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

Course Selection Period	After receiving your letter of acceptance
Add/Drop Period	Up to the start of the 2 <sup>nd</sup> class
Exchange Orientation	January 6, 2025
Course Dates	Module 1: January 7 – February 14, 2025 Module 2: February 24 – April 4, 2025
Exam Period	Exams are held within the course dates
No Classes or Exams	February 17, 2025 (Family Day) February 17 – 21, 2025 (Reading Week) April 18, 2025 (Good Friday)
Transcripts Available	Sent directly to partner school in May 2025 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 [here](#).

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

## The Power of Teams

Smith's Master of International Business utilizes an innovative approach to team-based learning that is far more sophisticated than that used in other programs. Our team-based approach mirrors today's progressive workplace. You will leave the program with the best practices for successful team-building and teamwork, well-prepared to be a valuable member of a high-performance team.

# 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.

For more information on finding accommodations, click [here](#) or contact Off-Campus Living Advisor at [OCLA@queensu.ca](mailto:OCLA@queensu.ca). 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/4 months)*

<b>Off-Campus Housing</b> <i>(includes utilities)</i>	\$ 2,880 - \$5,520 <i>(approximately)</i>
<b>Food</b>	\$1,255 <i>(approximately)</i>
<b>Textbooks &amp; Supplies</b>	
<ul style="list-style-type: none"> <li>• MBA <i>(Summer and Fall)</i></li> <li>• MIB <i>(Winter)</i></li> </ul>	\$125 mandatory material fee per course
<b>Telephone</b>	\$150 to \$250 <i>(approximately)</i>
<b>Clothing</b>	\$300 <i>(approximately)</i>
<b>Miscellaneous</b> <i>(not including additional traveling)</i>	Minimum \$1,125

*Fees are subject to change. Fees are based on the 2023-2024 academic year.*



## 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.

Students who hold a Canadian citizenship and are studying from another country may still be eligible for UHIP depending on period of stay. Please email [SmithGradExchange@queensu.ca](mailto:SmithGradExchange@queensu.ca) for more information.

	One Term
UHIP Medical Insurance (mandatory)	\$252

*Fees are based on the 2023-2024 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 office, [Society of Graduate and Professional Students \(SGPS\)](#). We strongly recommend exchange students purchase supplementary insurance coverage for Canada through the Queen's Student Government Offices or the provider of their choice in their home country or in Canada.

## 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 free use of [Kingston Transit](#) and access to the 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 University International Centre \(QUIC\)](#)
- [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.

## 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.



## 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.

## 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 live, learn and play on these lands.*

## Graduate Team

### Angela James

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

### Amanda Kesek

Associate Director,  
International Programs  
& Projects

### Tenay Bartzis

Manager, Operations

### Liying Zhang

Project Coordinator

### Alison Doyle

Exchange Advisor

### Lovella Faith Salim

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

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

Office Hours: Monday–Friday, 8:30am–4:00pm 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.

