



Smith Undergraduate Commerce 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 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 2024 (September–December)/Full Year	Winter 2025 (January–April)
Nomination Deadline	April 1, 2024	September 1, 2024
Application Deadline	April 30, 2024	September 30, 2024
Orientation* (mandatory)	Late August/Early September 2024	January 3, 2025

Course registration begins in the summer. Therefore, nominating students by April 1st 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 2024*	Winter 2025*
Course Selection Period	Mid-late July 2024 Mid-August – September 16, 2024	Mid-late July 2024 Mid-August – January 17, 2025
Course Dates	September 3 – December 3, 2024	January 6 – April 4, 2025
Exam Period	December 7 – 21, 2024	April 7 – 23, 2025
No Classes or Exams	October 14, 2024 (Thanksgiving) October 15 – 18, 2024 (Mid-term Break)	February 17, 2025 (Family Day) February 18 – 21, 2025 (Reading Week) April 18, 2025 (Good Friday)
Transcripts Available	Sent directly to partner school in Winter 2025. 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 2025. 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 must take the majority of courses at Smith School of Business. Here is a listing of [Commerce courses](#) available at Smith for exchange students. Students may also take some courses in the Faculty of Arts and Science, here is a list of [course descriptions in the Arts and Science faculty](#).

NOTE: Exact course availability will be confirmed during the application process. All courses are subject to availability and prerequisites may apply.

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	20 (writing) 20 (speaking) 20 (reading) 20 (listening) 80 Overall TOEFL Home Edition accepted
Paper-based TOEFL	580 Overall TOEFL Home Edition accepted
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 120
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 classroom 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.

36

Contact hours
per course

CLASS FORMAT

Lectures, presentations, teamwork, and case studies.

ATTENDANCE

Mandatory for all courses.

3.0

Queen's units
per course

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).

40-

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.

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
Miscellaneous <i>(not including additional travel)</i>	At least \$355

*Fees are based on the 2023 – 2024 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.

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 SmithExchange@queensu.ca for more information.

Fees*	One Term	Two Terms
UHIP Medical Insurance <i>(mandatory)</i>	\$252	\$504
Supplementary Medical Insurance** <i>(optional)</i>	\$219.23	\$328.86

*Fees are based on the 2023 – 2024 academic year and are approximations. Mandatory fees will automatically be applied to each student's account.

** For student's beginning in the Fall term, if they choose to enroll into the Supplementary Medical Insurance, they must enroll in the insurance plan for two terms, for student's beginning in the Winter term, they are able to enroll for just one term.

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 free use of [Kingston Transit](#) 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)

Julia Gargaro

Incoming Exchange Advisor

Dena Purdy

Associate Director
International Exchange Programs
(Commerce)

Brandi O'Ray

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Program Administrator



Centre for
International
Management

The Stephen J.R. Smith School of Business

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Office Hours: Monday–Friday, 8:30am–4:00pm EST
+1.613.533.6833 (voicemail available)

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.

