Create an impact
WELCOME TO
QUEEN’S
ONE IDEA CAN SET THE WORLD IN MOTION

The School of Graduate Studies at Queen’s University is a place where ideas live and that’s because this is more than just a university; it is a community.

With small class sizes and extensive opportunities to work closely with peers and faculty, each department is a small community of its own. Because our departments are always looking for opportunities to collaborate, these communities network and flourish to form the graduate community.

Graduates of our programs make an impact every day in boardrooms, courtrooms, classrooms, laboratories, libraries, galleries, governments and workplaces across Canada and around the globe. Whether researching electrocardiogram signals for heart monitors or investigating the impact of climate change in sub-Arctic communities, our graduates understand the power and possibility inherent in their ideas.

One idea really can change the world. Maybe it will be yours.
“Kingston has much to offer – from a world-class university to a body of water that is home to one of the best rowing programs in the country. The balance between academics and athletics makes this city a great place to be a student.”

Tara Kajaks, MSc Kinesiology and Health Studies (2008)
THE QUEEN’S COMMUNITY STARTS IN KINGSTON

Situated on the shores of Lake Ontario and centrally located between Toronto, Ottawa and Montreal in the world-famous Thousand Islands, Kingston combines small-town accessibility with big-city convenience for an experience that will make you feel right at home.

Founded in 1673, a one-time United Empire Loyalist stronghold and a key base of British operations during the War of 1812, Kingston served as the first capital of the United Canadas from 1841 to 1844.

While museums, heritage artefacts and dozens of impeccably preserved limestone buildings serve as reminders of the city’s illustrious past, Kingston really shines in the present day. Ranked the 3rd best place to live in Canada by MoneySense Magazine, Kingston has a beautiful and historic downtown core that’s home to a vibrant, eclectic collection of shops, restaurants and live entertainment venues.

Whether you are looking for an authentic bowl of tom kha gai or an equally spicy night of salsa music, Kingston will satisfy all of your cravings.

BY THE NUMBERS

152,000 people call Kingston home

24 museums, galleries and national historic sites

2 film festivals held each year

25,000 students reside in Kingston each year, including students from Queen’s, St. Lawrence College and the Royal Military College

2,500 acres of green space. Kingston boasts one of the largest per capita green space areas in Ontario

Learn more about all that Kingston has to offer: www.kingstoncanada.com
EXPANDING YOUR HORIZONS

To help develop skills that will serve you in your academic career and beyond, we have enlisted academic support services throughout the University to contribute to the Expanding Horizons workshop series for graduate and professional students.

Designed to give you the kind of valuable, practical information you might not find in conventional seminars, these free workshops are held throughout the academic year to help you learn and develop professionally and personally. Some topics include:

- Tips on Applying for Scholarships and Fellowships
- Grading and Giving Feedback to Students
- Presentation Skills for Grad Students

Learn more about the Expanding Horizons series...
**OUR LIBRARIES**

Our libraries are stocked with more than 7.5 million items, including two million books and over 25,000 electronic journals. Many of them are available to you instantly, 24/7, through our ever-expanding collection of digital resources. Queen’s graduate students have the same borrowing privileges as faculty, so you can borrow up to 100 items at any time.

The Library Research Skills Workshop series will help you make the most of our libraries. These workshops will help you learn faster strategies for identifying and finding the information you need, stay current in your discipline and research topic, and much more.

Your Queen’s library card entitles you to borrowing privileges at university libraries across Canada and our interlibrary loan and document delivery service can help bring those hard-to-find documents to Queen’s for your use.

“...The library resources are excellent, and it is an outstanding graduate community. The Master’s program was very rewarding in terms of the intensity and quality of learning, the collegiality among students, and the excellent potential to build supervisory relationships with several of my professors.”

*Ryan Melsom, MA (2004), PhD candidate, English*
LEARNING TO TEACH

Teaching Assistantships are a vital part of the graduate student experience and we make sure to equip you with the knowledge needed to succeed. We offer workshops and seminars to help you refine your teaching skills.

LEARNING TO WRITE

We recognize the important role writing will play in your academic career. The Writing Centre can help you learn new strategies and techniques to write and think more effectively.

LEARNING TO STUDY AND LEARN

As rewarding as the graduate school experience can be, we understand that sometimes the pressures involved can be hard to manage. We have developed a module to help you learn to manage your time, develop more effective study skills and cope with the pressures you may face both in school and in your life.

Queen’s was the first university in Canada to offer a certificate course for graduate supervisors.

Learn more about our learning opportunities: www.queensu.ca/qlc
CAREER ADVICE
AND SUPPORT

Your graduate education is more than just an education; it is an important step toward your career. We offer a range of services to help you to make the transition to an exciting and fulfilling career.

At Career Services, you can access information through web-based workshops, onsite seminars or one-on-one appointments with career counsellors. Career Services is also your gateway to one of the best-kept secrets on campus. The Career Information Centre is home to one of the largest career collections at any post-secondary institution in Canada. Let our helpful staff answer your questions or do your own research as you relax in one of our comfortable chairs.

“My Queen’s program cultivated a sense of community that has extended well beyond our university years. Students, faculty and alumni support each other long after graduation, throughout their career and academic paths.”

Julia Danos, Master of Public Administration (2005)

See all that Career Services has to offer:
We know how much you value your education, but we believe that what happens in the classroom, the library and the lab is just the beginning.

As the number of graduate-level programs we offer continues to grow, so too does the richness and diversity of our graduate community.

Intramural sports leagues and our famous Grad Club are just two opportunities for you to get to know other graduate students. In fact, life as a Queen’s graduate student is a series of avenues to explore and opportunities to connect with others and enrich your life.
GETTING TO KNOW US

Your introduction to student life at Queen’s starts when you unpack your bags. With Orientation Week activities sponsored by the School of Graduate Studies, the Society of Graduate and Professional Students, Student Affairs and individual departments, your calendar will be full from the moment you arrive.

Need to know where the libraries are? Still not sure what a TA does? Orientation Week will demystify the campus and your new life at Queen’s.

Recently named one of the top 10 best live music clubs in Canada in a CBC Radio competition, the small and intimate Queen’s Grad Club has been a popular gathering place for members of the Queen’s and Kingston communities for 38 years.
MAKING YOURSELF AT HOME

ON-CAMPUS

Not only is on-campus living a convenient lifestyle – most of our residences put you steps away from a library or your lab – it’s also the best way to truly immerse yourself in the Queen’s community. With downtown Kingston just a short walk away, living on campus is also a great way to get to know the city. Grad students have three designated on-campus residences, all with fully furnished rooms.

Graduate Residence

In the heart of the campus, the John Deutsch University Centre Graduate Residence puts you in the middle of all the action, close to many amenities and directly across the street from Stauffer Library and Douglas Library. This co-ed residence houses approximately 90 men and women in single rooms with private bathrooms.

Harkness International Hall

Are you looking to expand your world? Harkness Hall brings students from around the world together to live with an international flair.

Just one block north of campus on Earl Street, Harkness is home to international students and internationally-minded Canadian students. While all rooms are singles, residents share kitchen facilities, living room space and washrooms.

Jean Royce Hall

Conveniently located on the west campus and a 15-minute walk from the main campus, Jean Royce Hall is just steps from Lake Ontario and some of Kingston’s most spectacular running paths. Amenities include a gym, social centre and easy access to the Faculty of Education Library. Students live in single rooms with shared washrooms.

OFF-CAMPUS

For those who prefer off-campus living, Queen’s Community Housing manages a pair of West Campus apartment complexes and a series of detached homes.

John Orr Tower

This 16-storey building is popular among single students and student couples. The 123 apartments are all unfurnished one-bedroom units with balconies, and the building features ample parking and storage space.

An Clachan

Student couples with children make themselves at home in these spacious one and two-bedroom units just a 30-minute walk from campus and on the city bus route. The apartments are within easy walking distance of the Kingston Centre and the Kingston Family YMCA and facilities include parking, storage and a courtyard and playground.

Learning more about living at Queen’s:
Community Outreach Centre

If you choose to live off-campus, the Queen’s Community Outreach Centre will keep you connected to campus life and the broader Kingston community. Located in a charming historic house bordering campus, the Community Outreach Centre is your resource for community information and your link between Queen’s and Kingston.

Your Voice at Queen’s

With over 2,500 students in almost 60 programs, the graduate student population is a significant part of the Queen’s community. The Society of Graduate and Professional Students is your voice, on campus and beyond.

What can SGPS do for you? Here is a sample:

- Lobby the federal, provincial and municipal governments on issues that are important to graduate and professional students
- Represent your interests and participate in the governance of the University
- Administer health and dental plans
- Support student projects through small grants
- Keep you current with e-newsletters, regular e-mail updates and a frequently updated website
- Organize workshops, conferences and social events
- Provide International Student Identification (ISIC) Cards for travel discounts
- Provide a Graduate Advisor Service
- Provide a free income tax-filing service

Learn how you can get involved: www.sgps.ca
FAMILY MATTERS

Not only will the Queen's community welcome you with open arms, we're ready to extend an equally warm welcome to your family. Approximately 10% of all graduate students are parents.

Along with family friendly housing options, on-campus child-care services are available through the Queen's Day Care Centre, which provides full and part-time day care services at two facilities, with two-thirds of the 90 spaces reserved for members of the Queen's community.

Additional child care services are available in the Kingston community at over 80 licensed public and private daycare centres.

The Limestone District School Board provides public school services to elementary and secondary-school aged students. The Algonquin and Lakeshore District Catholic School Board provides a faith-based alternative, and private school options range from Montessori schools to Waldorf-inspired programs to specialized programs for special needs students and culture-specific programs.

Families in Kingston enjoy a number of festivals, special events, and special places. Each year, for example, Kingston proclaims Success by Six Week with family oriented events including a chance for everyone to ride their bikes on the city's airport runway. Free skating in the winter on the outdoor downtown market square, summer festivals and a ride on several local ferries are also great local family activities.
GETTING PHYSICAL

Queen’s graduate students like to exercise their minds, stretch their imaginations and build up their intellectual muscles. However, graduate students are also fit, active people by nature, which explains why athletics and recreation play such a vital role in campus life.

FACILITIES

Located in the heart of the main campus, the Queen’s Centre is a new 45,000-square-metre sports, recreation and student life facility with enough amenities to satisfy an active student population, including gyms, cardio and weight-training spaces, dance studios, an aquatic centre, eight international squash courts, racquetball courts and much more.

Other on-campus athletic venues include the recently renovated Tindall Field, a multi-season playing field with artificial turf and three-lane rubberized jogging track and Richardson Stadium, home to Queen’s varsity football, soccer and lacrosse teams.

INTRAMURALS

Are you looking to branch out and meet a few new friends from other programs? Many graduate students broaden their social circles by joining intramural leagues.

From men’s and women’s basketball leagues and co-ed volleyball, indoor soccer, water polo and curling during the fall and winter term to outdoor soccer and softball in the summer, the Graduate Division intramural leagues are guaranteed to be good for your social life and health.

SPECIAL EVENTS

If you prefer to get your fitness fix in a completely social environment, the SGPS organizes grad-student-only ski trips, white-water rafting trips and other events throughout the year.

Learn all about staying active at Queen’s: www.gogaelsgo.com
**STUDENT AFFAIRS**

Queen's Student Affairs is dedicated to making each student’s education experience truly complete. The services of Student Affairs offer support resources, assistance and opportunities for students, including health and wellness; belonging, diversity and culture; support and understanding of faith and spirit; and citizenship and student-community relations.

**FOUR DIRECTIONS**

According to Aboriginal teachings, the elements of a complete education come from four directions:

- Academic
- Spiritual
- Physical
- Emotional

These teachings are the inspiration behind the Four Directions Aboriginal Student Centre, a place where members of the Queen's Aboriginal community can come to deepen their appreciation for their heritage.

The Graduate Admissions officer will connect you with special scholarships, awards and bursaries. They can help you access funds to attend conferences, advise on academic matters and even put you in touch with an Elder.

**ACCENTUATE THE POSITIVE**

The Queen's community encourages tolerance and inclusivity and we embrace the Positive Space program as a means of promoting acceptance for all students.

Departments, offices, living spaces and services across campus sport the Positive Space sticker to show their appreciation for sexual and gender diversity and their support for and acceptance of lesbian, gay, bisexual and transgender students and staff members.

Positive Space participants can answer questions, provide assistance, suggest resources and refer you to appropriate services on campus and around Kingston.
FOR WOMEN ONLY

Taken from Scottish Gaelic words meaning elite woman or educated woman, the Ban Righ Centre is a supportive, welcoming space run by women for women – especially mature students.

Facilities include a drop-in centre, quiet study areas, a computer lab, a lounge, kitchen facilities, a lending library and space to nurse and change your baby. Services include advocacy, academic support, bursary assistance and special event programming. These services are available free of charge to all women at Queen’s.

TAKING CARE

Finding a doctor in a new city can be a challenge. Queen’s Health, Counselling and Disability Services makes it easy for you to access the care you need with family physicians, nurses, counselling services and dedicated services for students with disabilities all in one convenient, on-campus location.
AN INTERNATIONAL SCHOOL

Queen's is truly an international school.

The Queen's graduate student community is home to students from approximately 80 countries around the world. From the dedicated Muslim prayer space in the John Deutsch University Centre to the International Food Appreciation Team, diversity makes its presence felt every day across the campus.

Wherever you come from and whichever culture you call your own, you'll have no trouble finding students who share your customs and new friends to expose you to exciting new ideas.

MORE STUDENTS, MORE SUPPORT

To accommodate the diverse needs of students from around the world, the Queen's community has a network of services to help international students adapt to their new home.

QUIC

The Queen's University International Centre is a place to go for a relaxing cup of coffee or tea when you need a break between classes. It is a resource centre, a library, a lounge, a place to study and a place to make a few friends. Mostly, though, QUIC is a home away from home for members of the international student community.

Dedicated to supporting international students in their personal, academic and professional development, QUIC staff provide intercultural training sessions and informal support to new students from around the world and to Canadian students preparing to study abroad.

QUIC services include:

- English conversation groups
- Income tax workshops
- Travel preparation workshops
- Social events
- Annual orientation events for international graduate students

www.queensu.ca/international

http://quic.queensu.ca
CLUBS AND ASSOCIATIONS

Being part of an international community can be exciting, but sometimes you crave the comfort of the foods, customs and traditions that remind you of home.

The Queen's campus is home to clubs and associations for students from dozens of countries, cultures and backgrounds. Here are just a few of the groups that call campus home:

- African and Caribbean Students’ Association
- Campus Association for Baha’i Studies
- Queen's Muslim Students Association
- Queen's Philippine Cultural Association
- Queen's Taiwanese Students Association
- Spanish and Latin American Students’ Association (SALSA)

GATEWAY TO THE WORLD

Not only does Queen's bring the world to your doorstep, it can also bring you out into the world.

Our graduate students have opportunities to study everything from climate change in Nunavut to French literature in France to land formation in Nepal.

QUIC can help you take advantage of the exciting opportunities that come your way. Our on-line listings and international study and job fairs will connect you with the people who can make your travel dreams as a citizen of the world come true. Once you make your commitment, QUIC has a wealth of information to help you plan your trip.
We understand the importance of having secure funding in place. When you can concentrate on your studies without having to worry about where the next tuition or rent payment is coming from, you will be able to take full advantage of the academic experience.

Our Ph.D. students receive a guaranteed minimum of $18,000 a year with many departments setting higher funding minimums. The majority of Master’s students also receive substantial funding support. With so many additional funding options to choose from, almost all Queen’s graduate students receive more than the minimum.

Between internal and departmental awards, teaching and research assistantships, external scholarships and fellowships and needs-based packages, our students receive nearly $25 million in total funding each year.

**Tuition Awards and Scholarships for International Students**

We understand the financial pressures involved in studying abroad. As a result, the School of Graduate Studies offers full-time international graduate students the International Tuition Award.

The award consists of a tuition subsidy during your funding eligible period of study. Your department’s graduate coordinator can give you more information about this program.

We also have entrance scholarships and fellowships available to international students who demonstrate a combination of academic excellence and financial need.

"There is a lot of funding for students here, and it comes in several forms. There are grants, teaching assistantships, research assistantships and the possibility for teaching fellowships."

*Cheryl Crawford, PhD Candidate, Sociology*
INTERNAL AWARDS

Queen's Graduate Awards

Many full-time graduate students are eligible to receive Queen's Graduate Awards as part of their funding packages. The QGA is administered by the School of Graduate Studies, based on recommendations from individual departments.

Departmental Awards

Most departments have internal awards and dedicated packages for their students. We recommend that you contact your department for the most up-to-date information.

Teaching Assistantships and Fellowships

Most of our departments engage graduate students to work as Teaching Assistants, helping with undergraduate teaching, tutorial work, and laboratory demonstrating.

Please note that Queen's observes a 10-hour guideline that limits full-time graduate students to no more than an average of 10 hours per week of university-based employment. The guideline complies with external scholarship policies and is in place to limit full-time students from spending too much time on paid work that takes them away from their research.

Fellowships

You may augment your funding with a series of fellowships established by university benefactors to lend additional financial support to our graduate students. Most fellowship nominations are adjudicated by the Fellowship Committee of the School of Graduate Studies through annual competitions. Others are administered by departments.

Fellowship awards range in value from several hundred dollars to $15,000 for one or two years. In all cases, students with high academic qualifications receive preferential consideration.

EXTERNAL FUNDING

Full-time students who maintain excellent academic standing are eligible to apply for additional funding from outside sources, including Ontario Graduate Scholarships, the federal government’s tri-council awards which include those from the Canadian Institute of Health Research, Natural Sciences and Engineering Research Council of Canada, the Department of National Defence Scholarship and Fellowship Program and the private sector.

Learn more about applying for external awards:

NEEDS-BASED FUNDING

Funding is available from several sources for students who find themselves in financial need. Several departments have dedicated bursaries for their students. The university also has bursaries available for women, special-needs students and general bursaries.

Queen's issues an automatic one-time $5,000 top-up award to all incoming federal tri-council award winners.
### FEES

Fees include application fees, tuition and student activity fees. For complete and up-to-date fee information, visit the School of Graduate Studies website section under Prospective Students at www.queensu.ca/sgs.

### COSTS OF LIVING

Because Kingston is a smaller city, many students find that living expenses are affordable. Here are some of the expenses outside of tuition costs that you can expect to incur from September through April:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks and Supplies</td>
<td>About $1,800 annually, please check with your department</td>
</tr>
<tr>
<td></td>
<td>Please budget an additional $1,000 to $1,500 per year if you will be leasing or buying a computer from Queen’s University</td>
</tr>
<tr>
<td>Health Insurance Plan (UHIP)*</td>
<td>Mandatory for International students. Costs are available from QUIC.</td>
</tr>
<tr>
<td>Rent and Utilities</td>
<td>$3,720 to $6,040</td>
</tr>
<tr>
<td>Costs vary from sharing accommodations to renting an apartment.</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td>$1,470 to $1,720</td>
</tr>
<tr>
<td>Clothing/Laundry</td>
<td>$480 to $560</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$400 to $680</td>
</tr>
<tr>
<td>Recreation</td>
<td>$500 to $700</td>
</tr>
<tr>
<td>Transportation</td>
<td>$240 to $720</td>
</tr>
</tbody>
</table>

*Because UHIP medical insurance is mandatory for all international students, you will be required to purchase a UHIP plan in order to register.

Students who bring families will be required to purchase health coverage for all accompanying dependants. We recommend that you budget an additional $5,000 for your primary dependant and $1,000 for each additional dependant.

You must enrol your dependants within 30 days of their arrival in Canada to avoid a $500 penalty.
All Queen's graduate programs adhere to the application process guidelines established by the School of Graduate Studies and individual programs may have additional requirements.

**ACADEMIC QUALIFICATIONS FOR ADMISSION**

To be considered for admission to a graduate degree program, you must hold the following minimum qualifications. Please note that some departments may require higher qualifications.

**DOCTORAL PROGRAM**

Most candidates being considered for admission to a doctoral program possess a Master’s Degree; direct entry to some programs is possible for those with exceptional academic standing.

**MASTER'S PROGRAM**

Second class standing in one of the following degrees awarded by a recognized university:

- Honours Bachelor Degree in Arts or Science;
- Bachelor Degree in Applied Science or Law;
- Degree of Doctor of Medicine;
- Or the equivalent.

**NOTE:** For the Master’s program in Education, please refer to the departmental website for admission qualifications. The School of Business administers their MBA program of study and the School of Medicine administers all postgraduate medical training programs.

**THINKING OF APPLYING?**

Once you have reviewed the program offerings and the application requirements listed on the website of your graduate department of interest, you are ready to begin the online application, which you will find on the School of Graduate Studies website at www.queensu.ca/sgs.

**DEADLINES**

You may apply for graduate studies at Queen's at any time, however, most acceptances and fellowships are adjudicated in March and application should be made early in the year if you wish to be considered for fellowships or awards. Please refer to the Application Requirements section on individual departmental websites for deadlines.

**REQUIRED DOCUMENTATION**

You are responsible for ensuring that all required documentation is received by the School of Graduate Studies. All hard copy documents must be submitted in duplicate and on appropriate forms where provided. Your application must be complete before a decision regarding acceptance will be made. All documentation should be mailed to:

School of Graduate Studies
Queen's University
Gordon Hall Room 425
74 Union Street
Kingston, Ontario
Canada K7L 3N6

Please refer to the Application Requirements section on individual departmental websites for details about required documentation.

Learn about Queen's graduate programs:
TRANSCRIPTS

Applicants are responsible for ensuring that two official transcripts of their complete university-level academic record are sent to the School of Graduate Studies by all universities previously attended.

Transcripts in languages other than English or French must be accompanied by an English or French translation provided by the institution issuing the transcript. Photocopied transcripts or those printed from a university website are not permitted. Degree and graduation certificates must be included if the transcript does not indicate the type of degree and date granted.

Transcripts must be received from the issuing university in sealed envelopes. Transcripts submitted with any application become the property of Queen’s, are subject to validation, and will not be returned to the applicant.

Official transcripts are not required for any previous study of any kind carried out at Queen’s. The School of Graduate Studies will access the student record directly for applicants who have attended or are currently attending Queen’s.

LETTERS OF RECOMMENDATION

Two current academic recommendations are required. If you have been out of university for a number of years, one or more professional recommendations may be included, however, all effort should be made to include academic recommendations. Applicants applying online will have the option to have their referee submit the letter of recommendation to Queen’s electronically. Referees will receive an email from the School of Graduate Studies requesting their letter. Photocopied or stale dated letters are unacceptable.

Some departments have special requirements regarding letters of recommendation (e.g., three letters may be required, etc.) Please consult the appropriate department’s application procedures on their website for details.

ADDITIONAL INFORMATION/DOCUMENTATION

Some departments require additional documentation such as a current course list, GRE or written sample of work. If you apply online, you will be able to provide most of this additional material as part of the online application. You will receive instructions on these additional required materials as you continue through the online application. Applicants who apply with a paper application can refer to the Application Requirements section of the application package.

Please note that all required test scores must be received directly from the testing agency before your application is complete.

ENGLISH LANGUAGE COMPREHENSION

At Queen’s, English is the language of instruction and communication, except for the language departments. Proficiency in English is a prerequisite for admission. Those applicants whose native languages do not include English will be required to obtain satisfactory standing in an English Language Proficiency Test as part of the application process, and before final acceptance is granted.

Any applicant who has recently studied for at least one complete year at a university where English is the official language of instruction may be exempt from the English Language Proficiency Test. An applicant requesting a waiver of the test for this reason should do so in writing and submit it with the application. The Director, Admissions and Student Services of the School of Graduate Studies, in consultation with the department, will make determinations in these cases.

Please check the School of Graduate Studies website for detailed information about the types of English Language Proficiency tests we accept and minimum scores.