



UNIVERSITÉ  
SAINT-PAUL  
UNIVERSITY



# WELCOME GUIDE

## INTERNATIONAL STUDENTS

### 2019-2020

International Office  
223, Main Street, Ottawa (Canada)  
613-236-1393 | 1-800-637-6859

[ustpaul.ca](http://ustpaul.ca)



# TABLE OF CONTENTS

WORD FROM THE RECTOR .....	4
EVERYTHING YOU NEED TO KNOW ABOUT STUDYING AT SAINT PAUL UNIVERSITY .....	5
UNIVERSITY CALENDAR .....	10
ACADEMIC REGULATIONS .....	12
PHYSICAL AND MENTAL HEALTH .....	13
SPIRITUAL LIFE .....	14
WORK EXPERIENCE AND INTERNSHIPS .....	14
SERVICES AND PRACTICAL INFORMATION .....	15
Housing .....	15
Saint Paul University Students' Association .....	17
Food services.....	17
Public transit .....	17
In case of emergency .....	18
Access to the University of Ottawa gym .....	18

Buddy program.....	19
Weather conditions.....	19
Shopping.....	19
Recycling and clean water .....	19
Mobile phone .....	19
Banks.....	20
Taxes on goods and services .....	20
Tips.....	20
The Canadian income tax system .....	21
ANOTHER COUNTRY, ANOTHER WAY OF LIFE.....	21
CHECKLIST—WHERE TO START?.....	22
OFFICIAL GRADING SCHEME.....	23
ACADEMIC TERMINOLOGY .....	25



**Chantal Beauvais**  
*Rector*

## WORD FROM THE RECTOR

On behalf of all the staff, I am pleased to welcome you to Saint Paul University.

Choosing to study in another country is clearly not a decision you made lightly. This choice will change many things in your life, and we will be there to support you as you make the adjustment.

The key to your success will be to make contacts with your new living environment, to meet Canadians, and to look for opportunities to learn more about the country's ways and customs. If, at the end of your studies, your group of friends is made up of people from many backgrounds, including Canadians, that means you have successfully integrated.

I want to take this opportunity to speak to you about protecting the environment. SPU is trying to reduce its ecological or environmental footprint to protect nature, which is so essential for all living beings on the planet. I invite you to find out about good practices in this area so that you, too, can take part in these efforts.

As you seek harmony with others and with nature, I also invite you to make a commitment to help to be the face of change by getting involved in projects that will lead to greater social justice.

Wishing you all the best as the academic year begins, and once again, welcome to Canada.

**Chantal Beauvais**  
*Rector*



# EVERYTHING YOU NEED TO KNOW ABOUT STUDYING AT SAINT PAUL UNIVERSITY

## CHOOSING YOUR COURSES

You are responsible for choosing your courses based on the requirements of your **program of study** as well as on the sequence of courses offered. You must register for mandatory and optional courses by following the instructions sent by email by your academic advisor.

If you are admitted into second year and have obtained equivalencies or exemptions, check your offer of admission, as equivalencies or exemptions indicated in your offer must be taken into account when doing your course selection.

## STRUCTURE OF BACHELOR'S AND MASTER'S PROGRAMS AND GRADUATE DIPLOMAS

Saint Paul University offers different types of bachelor programs (equivalent to a license in some countries). To finish your studies within the usual time period for your program, make sure you have understood the requirements.

# COURSE SELECTION AND ACADEMIC PROGRESS

Throughout the year, you can meet with an academic advisor to choose your courses and get information about programs and academic regulations or any other subject related to your academic progress.

## YOU CAN MAKE AN APPOINTMENT BY EMAIL:

**Undergraduate:** [Premier.Cycle-Undergrad@ustpaul.ca](mailto:Premier.Cycle-Undergrad@ustpaul.ca)

**Graduate studies:** [Etudes.Sup-Grad.Studies@ustpaul.ca](mailto:Etudes.Sup-Grad.Studies@ustpaul.ca)



# THE UNIVERSITY'S APPROACH

The University emphasizes students' intellectual autonomy rather than learning based on memorization. Professors are available to answer your questions and to help you.

## GUIDE FOR ACCESSING YOUR WEB PORTAL

(See the PowerPoint document).

## WI-FI ACCESS AND OTHER IT NEEDS

If you have questions about IT services, go to the counter of **room G20 (Guigues Hall)** to:

1. Get I.T. help and support;
2. Learn tips and tricks that will save you time;

## EDUROAM WIRELESS ACCESS

1. Connect to the eduroam wireless network
2. When prompted for user credentials:
  - Username: your uOttawa email address, example: jdoe123@uOttawa.ca
  - Password: your uoAccess password (Gmail)

To ensure a successful connection to the eduroam network, please use your full @uOttawa.ca email address (including the @uOttawa.ca portion).

## BUY BOOKS AND COURSE PACKS

Once you have registered for your courses, go to the counter of **room G20 (Guigues Hall)** to buy your books and course packs.



## TUITION FEES

Your bill and statement of account are only available in electronic form. To access them, you must first activate your account. Consult the guide to virtual tools.

Pay your tuition fees at Financial Services, **room G172 (Guigues Hall)** before the deadline: **September 1, 2019**. By doing so you will avoid late fees.

## ADMISSION SCHOLARSHIPS

Saint Paul University offers renewable admission scholarships for the normal duration of the program of study based on your academic record. These admission scholarships, with a value of between \$3,500 and \$14,000, are offered **automatically** to candidates (Canadians, permanent residents and international applicants) coming from educational institutions. If we offer you a scholarship, it will continue throughout your studies, depending on your academic performance.

# LIBRARY (GUIGUES HALL, 1<sup>ST</sup> FLOOR)

## SERVICE DESK

At the [Library Service Desk](#), you can borrow books that have been put on reserve for you by professors as part of their course. You can borrow them for two hours at a time.

## RESEARCH ASSISTANCE

If you are having trouble finding what you need, ask for help at the Service Desk. The Library has created guides that offer information on how best to do your research.

## STUDY SPACES

During the Library's hours of operation, you can reserve a study room for two hours at a time. To reserve a study room, go to the Library reception desk with your student card.

## WRITING CENTRE (LIBRARY, GUIGUES HALL)

At the Writing Centre, you can meet with writing coaches who will give you tools and strategies to do your work. You will learn how to structure and present your work and avoid plagiarism. Tutoring is offered one on one: [check the schedule](#).

## STUDENT ACADEMIC SUCCESS SERVICE (SASS)

The Student Academic Success Service (SASS) is there to help you succeed. It offers a tutoring service that will guide you in writing your papers. Note that this is not an editing service.

This service is free. Contact the Saint Paul University Registrar's ([registrar@ustpaul.ca](mailto:registrar@ustpaul.ca)) office to find out more.

# UNIVERSITY CALENDAR

## DATES TO REMEMBER:

	FALL 2019
<b>First day to register for courses</b>	May 21
<b>Deadline for paying tuition fees without late fees</b>	September 1
<b>Fall session dates</b>	September 1 to December 31
<b>Labour Day holiday for everyone</b>	September 2
<b>Orientation session for international students</b>	September 3
<b>Start of classes</b>	September 4
<b>Last day to register or change course selection</b>	September 17
<b>Thanksgiving Day holiday for all</b>	October 14
<b>Study break - no classes</b>	October 13 to 19
<b>Last day to withdraw from a course or activity with no financial credit</b>	November 15
<b>Study day - classes end</b>	December 4
<b>Christmas holidays - SPU is closed</b>	December 23, 2019 to January 3 at 8:00

# UNIVERSITY CALENDAR

## DATES TO REMEMBER:

## WINTER 2020

<b>Course registration begins</b>	May 22, 2019
<b>Winter semester dates</b>	January 1 to April 30
<b>Last day to pay tuition without late fees</b>	January 3
<b>Orientation session for international students</b>	January 3
<b>Classes begin</b>	January 6
<b>Last day to register for or change courses</b>	January 24
<b>Family Day: no classes</b>	February 17
<b>Reading Week - no classes</b>	February 16 to 22
<b>Last day to withdraw from a course or activity without a financial refund</b>	March 20
<b>Study day - no classes</b>	April 6
<b>Easter break: no classes</b>	April 10 to 13

# ACADEMIC REGULATIONS

For the complete list of academic regulations, visit:

[www.ustpaul.ca/academicregulations](http://www.ustpaul.ca/academicregulations)

## PLAGIARISM AND ACADEMIC FRAUD

It is considered **academic fraud** when an act committed by a student may result in a false academic evaluation of that student or another student. Without limiting the generality of this definition, academic fraud takes place when a student commits any of the following offences:

- Plagiarizes or cheats in any way;
- Submits work for which they are not, in whole or in part, the author, except for duly cited quotations and references. This work can be an academic paper, an essay, a test, an exam, a research report or a thesis, whether written, oral or in another form;
- Presents research data that have been falsified or concocted in any way;
- Attributes a purported statement of fact or a source that has been concocted;
- Submits, without prior written permission from the professors concerned or the academic unit concerned, the same work or a major part of the same work for more than one course, or a thesis or other work that has already been submitted elsewhere;
- Falsifies an academic evaluation or misrepresents it, uses a forged or falsified academic record or supporting document, or facilitates the use of such a record or document;
- Undertakes any other action with the aim of falsifying an academic evaluation.

# PHYSICAL AND MENTAL HEALTH

## HEALTH INSURANCE, HEALTH SERVICES

The **University Health Insurance Plan (UHIP)** is a mandatory plan for all international non-residents who study or work in a participating Ontario university or affiliated college. Check your bill from the University to make sure you have paid for UHIP.

The cost of medical services and care are very high in Canada. If you do not have the appropriate insurance coverage, you must pay your medical costs yourself.

**Make a claim.**

## PRESCRIPTION DRUG, DENTAL AND VISION INSURANCE

Professional services offered by psychologist, physiotherapists, optometrists, dentists as well as reimbursement for prescription drugs are covered by **Green Shield**.

This insurance is managed by the Saint Paul University Students' Association in partnership with University of Ottawa Students' Union (UOSU).

**Check your bill from the University to make sure you have paid this premium. If not, contact Saint Paul University's Financial Service**

## PRESCRIPTION DRUG, DENTAL AND VISION INSURANCE FOR SPOUSES AND CHILDREN

The spouses and children of students can also join the insurance policy. To do this, students must submit the application form for their dependents by September 25, 2019.

**Forms are available online or at the Students' Association office, room G38A (Guigues Hall).**

## COUNSELLING AND PSYCHOTHERAPY, ROOM L362 (LAFRAMBOISE HALL)

Two psychotherapists are available **free of charge** for individual sessions, in a strictly confidential setting, to support you in resolving your problems.

Physical and mental health in part guarantee your academic success.

For more information, visit the [Student Success Centre web page](#).

## SPIRITUAL LIFE

### PASTORAL SERVICES

Pastoral Services offers you:

- spiritual support from a chaplain;
- a friendly meeting place in the **lower level of Guigues Hall:** the Oasis Centre;
- various liturgies, and special social justice and ecumenical projects;
- celebrations and daily Mass in the Eugene de Mazenod chapel in **Laframboise Hall**, where you can pray anytime.

For more information, contact Pastoral Services:

[pastorale@ustpaul.ca](mailto:pastorale@ustpaul.ca)

## WORK EXPERIENCE AND INTERNSHIPS

### INTERNSHIPS

The Internship Office supports students who wish to add a practical component to their program. If you are eligible, the Internship Office will help you find a supervised internship during your university career.

Your academic progress and certain eligibility criteria will determine the type of internship you can do.

For more information, visit the [Internship Office website](#) or contact the office by email: [stages-internships@ustpaul.ca](mailto:stages-internships@ustpaul.ca).

## SOCIAL INSURANCE NUMBER

A social insurance number (SIN) is mandatory if you are going to work in Canada. To get one, you must go to a [Service Canada](#) office or take a Service Canada workshop on the Saint Paul University campus in September. You should have your passport and study permit with you.

# SERVICES AND PRACTICAL INFORMATION

## HOUSING

### On-campus housing

The [Saint Paul University Residence](#) makes it possible for students to live on campus. Each apartment in the residence has two bedrooms, a kitchenette and a bathroom, and can accommodate two students.

When you arrive, if you have requested it ahead of time, the Saint Paul University Residence will leave sheets and towels in the room you have rented. These items will be loaned to you for five days. This will give you time to buy your own.

### Off-campus housing

Check the [housing ads on the Saint Paul University website](#) or on the [University of Ottawa Student Housing Billboard](#) and the City of Ottawa "[In My Neighbourhood](#)" app to see what's available.

The average monthly cost of housing downtown is higher than in the suburbs:

**Room for one person in a private home:**

from \$350 to \$600

**Apartment-type studio for one person:**

from \$635 to \$925

**One-bedroom apartment (31/2 rooms):**

from \$735 to \$1095

**Two-bedroom apartment (41/2 rooms):**

from \$890 to \$1,335



## SAINT PAUL UNIVERSITY STUDENTS' ASSOCIATION

The Saint Paul University Students' Association is an independent organization that is active in a number of areas of student life. Its offices are located in **room G38A (Guigues Hall)**.

Get information from the Association about:

- **The international student card**  
The [International Student Identity Card](#) (ISIC) gives you discounts on your purchases here and around the world. All you have to do is ask merchants if they give discounts to ISIC card holders.
- **Supplementary health insurance – Drug plan, dental and vision**  
This is a supplementary health insurance plan to UHIP that is offered in collaboration with the University of Ottawa Student Federation. In particular, this plan from Green Shield offers coverage for dental and vision care.

## FOOD SERVICES

Café Urban, on the lower level of Guigues Hall, is a place where you can buy prepared meals, sandwiches, soups, muffins, etc.

You will also find microwave ovens and vending machines containing drinks and food.

## PUBLIC TRANSIT

Thanks to the U-Pass, full-time students at Saint Paul University who live in Ottawa (Ontario) or Gatineau (Québec) can travel through urban areas without worrying about having exact change or needing to buy tickets or a monthly pass.

The cost of the U-Pass is included in your bill from the University. You can pick up your U-Pass in **room G165 (Guigues Hall)**.

The two public transit systems in the area are [OC Transpo](#) (Ottawa-Carleton) and [STO](#) (Société de transport de l'Outaouais). OC Transpo buses 5 and 16 serve Saint Paul University.

**City of Ottawa:**

[www.OCTranspo.com](http://www.OCTranspo.com)

**City of Gatineau:**

[www.STO.ca](http://www.STO.ca)

## TRANSIT BETWEEN SPU AND THE UNIVERSITY OF OTTAWA

Upon presentation of your student card, you will have access to bus services between the University of Ottawa and Saint Paul University during the fall and winter terms.

The schedule for this bus (called the shuttle) is posted at the Saint Paul University reception desk.

## IN CASE OF EMERGENCY

On campus, contact the Security Service at **613-236-9000**.

Anywhere in Canada, call **9-1-1** if the situation is urgent and requires immediate help from police, firefighters or paramedic services, such as:

1. A fire
2. A medical emergency
3. A crime
4. A traffic accident, especially if someone is injured

## ACCESS TO THE UNIVERSITY OF OTTAWA GYM

You can use the University of Ottawa gym for a fee.

[www.geegees.ca](http://www.geegees.ca)

Here is an overview of costs for membership for Saint Paul University students:

**12 months:** \$386

**8 months:** \$289

**6 months:** \$241

**4 months:** \$179

**1 month:** \$77

[Click on “Memberships” and choose “External students and alumni”](#)

## BUDDY PROGRAM

The buddy program allows Saint Paul University students to build friendships with new international students and allows the latter to integrate and adapt to the ways of university life more easily.

To take part in the buddy program, just let the [SPU International Office](#), in **room G134 (Guigues Hall)**, know you are interested.

## WEATHER CONDITIONS

Weather conditions can change quickly in Canada. Make it a habit to check the [weather predictions](#) every day and to dress accordingly.

## SHOPPING

Most stores are open on Sundays.

You will find items at affordable prices especially at Giant Tiger, dollar stores (DollarStore, Dollarama), Value Village, etc. Keep an eye out for garage sales in your neighbourhood.

Free Store, a “store” where everything is free, is located at 647 King Edward Street. There you will find clothing, books, furniture, small appliances, etc.

Search “[Free Store](#)” on [www.uOttawa.ca](http://www.uOttawa.ca) for more details.

## RECYCLING AND CLEAN WATER

Most disposable containers are recyclable. Find out about recycling practices in your host city. Take care of the environment: it’s important.

### [City of Ottawa](#) [Ville de Gatineau](#)

Avoid buying bottled water. Tap water is safe to drink almost everywhere in Canada.

## MOBILE PHONE

You will no doubt need to get a cellphone or activate a phone from your home country.

Before making your decision:

- Check with several providers to compare prices and services included. These can vary quite a bit from one provider to another.
- Check whether the number of minutes is limited; whether call display is included or if you have to pay extra; voice mail, text messaging, etc.
- Choose prepaid cards or subscribe to a monthly package (in general, you must sign a contract for 12 to 24 months).

## BANKS

It is best to open a bank account when you arrive in Canada. Here are a few names of banks – they offer more or less the same services. Choose the one that best meets your needs as a student.

- Caisse populaire Desjardins
- Bank of Nova Scotia (Scotiabank) (located 2 blocks from Saint Paul University)
- CIBC
- ING Direct
- TD Canada Trust
- Royal Bank of Canada (RBC)
- Banque Nationale (BNC)
- Bank of Montreal (BMO)

## TAXES ON GOODS AND SERVICES

Taxes are not included in the listed price of items sold in stores. Note that a 13% tax will be added to the total of your purchase at the cash.

## TIPS

Canadians leave a tip when they are satisfied with the service in restaurants and at hair salons. You are invited to give a tip of 15% of the total bill (the total before the 13% tax is added), or based on the quality of the service.

## THE CANADIAN INCOME TAX SYSTEM

If you are staying in Canada as an international student, it is important that you understand your rights, your benefits and your obligations according to the Canadian income tax system. It is your responsibility to determine your tax status.

**For more information:**

[www.cra-arc.gc.ca/tx/nnrstdnts/ndvdl/ntl-eng.html](http://www.cra-arc.gc.ca/tx/nnrstdnts/ndvdl/ntl-eng.html)

## ANOTHER COUNTRY, ANOTHER WAY OF LIFE

Observe people and ask questions to those around you to adapt your behaviour appropriately in your **new environment**.

## HARASSMENT AND RESPECT FOR OTHERS

Equal rights between women and men is paramount. Sexual harassment and any other forms of harassment are not tolerated.

If you feel you are being harassed, please contact the University's Security Service at **613-236-9000**.

Help and resources are available at the International Office, **room G134 (Guigues Hall)** and from other services on campus.

## SOME RULES FOR LIVING

Respect laws and regulations – for example, cross the street at a crosswalk, do not drink alcohol in public places not established for this purpose, do not use illegal drugs, etc.

You must be at least 19 years old to buy and use cigarettes and alcohol in Ontario.

Smoking is strictly forbidden in all public places in Canada.

The consumption of cannabis is now legal in Canada, but take note: this does not alter the effects of cannabis use on your health. Canadian customs regulations remain unchanged. **Get the facts**.

# CHECKLIST — WHERE TO START?

As a student, you will need to use virtual tools, which are available on the [SPU website](#).

These tools will allow you to choose your [courses](#) and look up

- your course schedule (uoCampus)
- your account statement from and amount owing to the University (**uoCampus**)
- documents distributed by your professors (SGA or **Brightspace**)
- comments and discussions with your professors and classmates (SGA or **Brightspace**)
- your unofficial transcript (**uoCampus**).

## How to access these tools

- Request your username (which will be your @uottawa.ca email address) and your password from [University of Ottawa Computer and Communication Services](#).
- **Have your student number handy.**
- In Canada, call 613-562-5800, extension 6555, and choose the option “any other inquiries.” From outside Canada, call **1-877-868-8292**.\*
- Pay your tuition fees (check whether UHIP and U-PASS have been included on your bill).
- Pick up your student card and your U-PASS in **room G165 (Guigues Hall)**.
- Get your required books and course packs for your courses at the **Multiservices Centre, G020 (Guigues Hall)**.
- Activate your library account by going to the Service Desk.
- Sign up for a workshop at the Library on avoiding plagiarism.
- Go to the Library to find out about the Student Academic Success Service.

*\*The University of Ottawa offers this service to Saint Paul University students.*

# OFFICIAL GRADING SCHEME

DEFINITION	ALPHA LETTER GRADE	PERCENTAGE	NUMERICAL VALUE
EXCEPTIONAL	A +	90-100	10
EXCELLENT	A	85-89	9
	A -	80-84	8
VERY GOOD	B +	75-79	7
	B	70-74	6
GOOD	C +	65-69	5
	C	60-64	4
PASSABLE	D +	55-59	3
	D	50-54	2
FAILURE WITH SUPPLEMENTAL	E *	40-49	1
FAILURE	F	0-39	0
ABSENT	ABS		0
FAILURE/INCOMPLETE	EIN		0
CREDIT COURSE	CR		
NO CREDIT	NC		
PASS	P		

DEFINITION	ALPHA LETTER GRADE	PERCENTAGE	NUMERICAL VALUE
SATISFACTORY	S		
NOT SATISFACTORY	NS		

\* Failure with supplemental examination in some faculties  
 Other non-numerical grades - do not affect the student's average

### PASS MARK

At the undergraduate level, the pass mark is generally D.  
 At the graduate level, the minimum pass mark is C+. Some programs can require a higher mark.

\*This regulation does not apply to graduate programs.



# ACADEMIC TERMINOLOGY

## UNIVERSITY CREDITS (“POINTS”)

Credits are *points* allowing the workload to be measured. This takes into consideration lectures, projects, seminars, internships, research, personal work, exams, training objectives and skills to acquire.

At SPU, 3 credits equal 36 classroom hours per session (3 hours of classes per week for 12 weeks).

## HONOURS BACHELOR OF ARTS

Undergraduate degree recognizing the equivalent of four years of study and the obtaining of 120 credits, including 60 credits from mandatory courses.

## HONOURS BACHELOR OF ARTS WITH MAJOR

Undergraduate degree recognizing the equivalent of four years of study and the obtaining of 120 credits, including 42 credits from mandatory courses. Another major of 42 credits or a minor of 30 credits must be added to the first major.

## MAJOR

The major includes 42 credits in a discipline or area of study. A second major can be added to the main program of study.

## MINOR

The minor includes 30 credits in a discipline or area of study.

## GRADUATE DIPLOMA

In general, the graduate diploma is a 15-credit program that includes courses and a seminar. The program is normally spread over one year, divided into two full-time sessions if course offerings are available. It is also possible to take this program part-time.

## MASTER'S

In general, the Master of Arts is a program that requires taking courses and writing a research paper or a thesis. Students are expected to fulfill all requirements in two years of full-time studies. The maximum time permitted, full-time or part-time, is four years from the original date of registration in the program.

# LOOKING FOR A REWARDING EXPERIENCE?

- ▶ **Are you energetic, enthusiastic and have good interpersonal skills?**

Become a student ambassador: participate in education fairs, give presentations in schools and, offer campus tours, etc.



**FLEXIBLE SCHEDULE**



**TRAINING PROVIDED**

Interested? Contact [communications@ustpaul.ca](mailto:communications@ustpaul.ca)