



UNIVERSITÉ  
SAINT-PAUL  
UNIVERSITY



# WELCOME GUIDE

## INTERNATIONAL STUDENTS

2020-2021

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613-236-1393 | 1-800-637-6859

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



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**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, 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.

**Chantal Beauvais**  
*Rector*



# EVERYTHING YOU NEED TO KNOW FOR YOUR FALL 2020 TERM

## 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 to you by email by your academic advisor.

If you were admitted into your second year and were granted equivalencies or exemptions, please carefully review your offer of admission. Equivalencies or exemptions included in your offer must be taken into account while completing your course selection.

## BACHELOR PROGRAM REQUIREMENTS

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.

# YOU CAN MAKE AN APPOINTMENT BY EMAIL:

Faculty of Human Sciences and Faculty of Philosophy:

Undergraduate Programs: [acadfshp@ustpaul.ca](mailto:acadfshp@ustpaul.ca)

Graduate Programs: [gradfshp@ustpaul.ca](mailto:gradfshp@ustpaul.ca)

Faculty of Canon Law: [canonlaw@ustpaul.ca](mailto:canonlaw@ustpaul.ca)

Faculty of Theology: [theology@ustpaul.ca](mailto:theology@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.

## 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).

## MANUALS/READINGS

All of your course manuals and readings will be online via Brightspace.

# TUITION FEES

**Your bill and account statements are only available online.**

Your account must be activated to access them. To activate your account, please consult the virtual tools guide.

Your tuition fees must be paid to Financial Services before the September 1, 2020, deadline to avoid late fees. **See the online payment page** for more information.





# ADMISSION SCHOLARSHIPS

Saint Paul University offers renewable admission scholarships based on your academic record for the normal duration of your program of study. [These admission scholarships](#), which are valued between \$3,500 and \$14,000, are offered automatically to candidates (Canadian citizens, permanent residents, and international applicants) coming from other educational institutions. You do not have to apply for the scholarships. If you are eligible to receive a scholarship, you will be made aware via your offer of admission.

## LIBRARY

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

### 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. To schedule an appointment, please contact: [redaction-writing@ustpaul.ca](mailto:redaction-writing@ustpaul.ca).

### STUDENT ACADEMIC SUCCESS SERVICE (SASS)

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

Contact the Saint Paul University Registrar's office ([registrar@ustpaul.ca](mailto:registrar@ustpaul.ca)) to learn more.



# UNIVERSITY CALENDAR

## DATES TO REMEMBER:

	FALL 2020
<b>First Day to Register for Courses</b>	May 19
<b>Deadline for Paying Tuition Fees Without Late Fees</b>	September 1
<b>Fall Session Dates</b>	September 1 to December 31
<b>Orientation Session for International Students</b>	September 3
<b>Labour Day Holiday</b>	September 7
<b>Start of Classes</b>	September 9
<b>Last Day to Enrol or Change Course</b>	September 22
<b>Thanksgiving Holiday</b>	October 12
<b>Study Break (No Classes)</b>	October 25 to 31
<b>Last Day to Withdraw From a Course or Activity With No Financial Credit</b>	November 20
<b>Study Day (Classes End)</b>	December 9
<b>Christmas Holidays - SPU is Closed</b>	December 22, 2020 in the afternoon to January 4 at 8 a.m.

# UNIVERSITY CALENDAR

## DATES TO REMEMBER:

## WINTER 2021

<b>Course Registration Begins</b>	May 9
<b>Winter Semester Dates</b>	January 1 to April 30
<b>Last Day to Pay Tuition Without Late Fees</b>	January 6
<b>Orientation Session for International Students</b>	to be determined
<b>Classes Begin</b>	January 11
<b>Last Day to Enrol or Change Courses</b>	January 22
<b>Family Day (No Classes)</b>	February 15
<b>Reading Week (No Classes)</b>	February 14 to 20
<b>Last Day to Withdraw From a Course or Activity Without a Financial Credit</b>	March 26
<b>Easter Break (No Classes)</b>	April 2 to 5
<b>Study Day (No Classes)</b>	April 15

# 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 optometrists, dentists as well as reimbursement for prescription health are covered by **Green Shield.**

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

**Check your bill from the University to make sure you have paid this premium. Otherwise contact Saint Paul University's Financial Service.**

## PRESCRIPTION HEALTH, 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, 2020.

**Forms are available online or contact SPUSA at [spusa-aeusp@ustpaul.ca](mailto:spusa-aeusp@ustpaul.ca)**

## 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 are crucial to 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.

**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 webpage](#) or contact the office by email: [stages-internships@ustpaul.ca](mailto:stages-internships@ustpaul.ca).**

# SERVICES AND PRACTICAL INFORMATION

## 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. Contact SPUSA at [spusa-aeusp@ustpaul.ca](mailto:spusa-aeusp@ustpaul.ca).

## 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. If you don't want to pay for U-Pass, you can find information online on how to be exempted.

# CHECKLIST — WHERE TO START?

**As a student, you will need to use virtual tools.**

**These tools will allow you to choose your courses and look up:**

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



## How to access these tools:

- Request your username (which will be your @uottawa.ca email address) and your password from [uoforms.uottawa.ca/it/en/service\\_desk\\_request\\_visitor](https://uoforms.uottawa.ca/it/en/service_desk_request_visitor).
- **Have your student number available.**
- From outside of Canada, call **1-877-868-8292**.\*
- Pay your tuition fees (ensure that UHIP fees are included in your bill from the University).

*\*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 EXAMINATION	E	40-49	1
FAILURE	F	0-39	0
ABSENT	ABS		0
FAILURE/INCOMPLETE	EIN		0
CREDITED COURSE	CR		
NO CREDIT	NC		
PASS	P		
**SATISFACTORY	S		
**NOT SATISFACTORY	NS		

\*\* Non numerical grades that do not affect the student's average

## PASSING GRADE

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

# ACADEMIC TERMINOLOGY

## UNIVERSITY UNITS (“POINTS”)

Units 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 units are equivalent to 36 classroom hours per term (3 hours of classes per week for 12 weeks).

## HONOURS BACHELOR OF ARTS

Undergraduate degree recognizing the equivalent of four full-time years of study (5 classes per term) and the completion of 120 units, including 60 units from mandatory courses.

## HONOURS BACHELOR OF ARTS WITH MAJOR

Undergraduate degree recognizing the equivalent of four full-time years of study (5 classes per term) and the completion of 120 units, including 42 units from mandatory courses. A second major of 42 units or a minor of 30 units must be added to the first major.

## MAJOR

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

## MINOR

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

## GRADUATE DIPLOMA

In general, the graduate diploma is a 15-unit program that includes courses and a seminar. The program normally takes place over one year, divided into two full-time terms 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.

