

## TERMS OF REFERENCE FOR AN ANNUAL FUND

### NAME OF ANNUAL FUND

# UNIVERSITY OF OTTAWA-UNIVERSITY OF HAIFA EXCHANGE SCHOLARSHIP Schwartz/Reisman Foundation Fund

### INTRODUCTION

The international reciprocity agreement (IRA) signed in 2008 between the University of Ottawa and the University of Haifa affords participating students the opportunity to receive two Masters in Law degrees, one from each institution. The course of study includes five (5) months spent in Ottawa, five (5) months spent in Israel and the final two (2) months spent at the home institution completing the major research paper. In 2010, the Gerald Schwartz and Heather Reisman Foundation generously provided support for scholars participating in this exchange.

### PURPOSE OF FUND

Provide financial support to University of Ottawa, Faculty of Law graduate students who wish to take part in the IRA with the University of Haifa.

### SCHOLARSHIP DETAILS

#### Eligibility Criteria

The applicant must:

1. be accepted as a full-time student in the LL.M. program (research paper option) at the Faculty of Law, University of Ottawa;
2. be accepted to the LL.M. program at the University of Haifa under the IRA with the University of Ottawa; and
3. demonstrate academic merit, based on his/her GPA.

<b>Value of the award:</b>	\$10,000 CDN.
<b>Number of awards:</b>	Up to four (4), at the discretion of the selection committee.
<b>Frequency of the award:</b>	Annual
<b>Level or program of study:</b>	LL.M.
<b>Application contact:</b>	Admissions Officer, Graduate Studies in Law
<b>Application deadline:</b>	March 1

### APPLICATION PROCEDURE

All students who have applied and been accepted into the LL.M. program under the IRA with the University of Haifa will be considered eligible for this scholarship.

To complete their application for this scholarship, all applicants are required to provide a statement of interest, addressed to the Selection Committee, outlining his/her interest in the IRA. This statement should be directed to the Admissions Officer, Graduate Studies in Law.

## **SELECTION COMMITTEE**

The selection committee will comprise:

1. the Dean of the Common Law Section, Faculty of Law, or his/her delegate;
2. the Assistant Dean, Graduate Studies of Law and/or the faculty director of the IRA; and
3. a member of the Graduate Studies in Law Admission Committee.

## **AWARDING PROCEDURES**

The Graduate Studies in Law Office will verify that the recipient(s) has (have) been admitted to the LL.M. program at the University of Ottawa under the IRA with the University of Haifa and forward the name of the recipient(s) to the Awards Office of the Faculty of Graduate and Postdoctoral Studies (FGPS).

The Awards Office of the FGPS will:

1. confirm the granting of this award in writing to the Graduate Studies in Law Office; and
2. arrange to have the amount credited to the recipient's University account.

The Graduate Studies in Law Office will:

1. confirm the granting of this award in writing to the recipient.

## **RECOGNITION**

Every year, the Graduate Studies in Law Office will:

1. send a letter to the Schwartz/Reisman Foundation advising the profile(s) of the recipient(s); and
2. recommend that each recipient acknowledges the scholarship in a letter to the Schwartz/Reisman Foundation, the delivery of which will be coordinated by the Development Office.

## **FINANCIAL ARRANGEMENTS**

1. All donations should be sent to the Development Office for credit to the appropriate accounts (endowment or expendable). All cheques should be made payable to the University of Ottawa.
2. The Development Office will send to all donors a letter of acknowledgement with a tax receipt.
3. The financial year of the fund is from May 1 to April 30.

## **GENERAL**

If future circumstances make it impossible or impractical for the University of Ottawa to continue using the fund for the stated purposes, the University will endeavour to contact the Schwartz/Reisman Foundation to explore other purposes for the fund. If the University is unable to locate the Schwartz/Reisman Foundation, the University may use the fund in the way it deems most beneficial for the institution, but must adhere as closely as possible to the spirit of the fund and to the Schwartz/Reisman Foundation's original intent.

## ADMINISTRATIVE CONTACTS

- Donor:** Schwartz/Reisman Foundation  
c/o Michelle Iskander  
161 Bay Street, 49<sup>th</sup> Floor  
Toronto, Ontario M5J 2S1  
Tel: 416-874-1212 Fax: 416-362-3820  
E-mail: [miskander@onex.com](mailto:miskander@onex.com)
- Faculty of Law:** Graduate Studies in Law Office  
57 Louis Pasteur  
Fauteux Hall, Room 301  
Ottawa, Ontario K1N 6N5  
Tel: 613-562-5800 ext. 5774 Fax: 613-562-5341
- Development Office:** Director, Scholarships and Stewardship  
202 - 190 Laurier Ave. E.  
Tel: 613-562-5800, ext. 3877 Fax: 613-562-5127
- Terms of Reference Officer  
207 - 190 Laurier Ave. E.  
Tel: 613-562-5800, ext. 3694 Fax: 613-562-5127
- Faculty of Graduate and Postdoctoral Studies:** Awards Office  
115 Séraphin Marion  
Tel: 613-562-5800, ext. 7964 Fax: 613-562-5992

Last update : March 8, 2011

University of Ottawa  
Ottawa, Ontario K1N 6N5