MEMORANDUM OF UNDERSTANDING BETWEEN
VANDERBILT UNIVERSITY
AND
THE FOUNDATION FOR EDUCATIONAL EXCHANGE
BETWEEN CANADA AND THE UNITED STATES OF AMERICA

Vanderbilt University (henceforth the University) and the Foundation for Educational Exchange between Canada and the United States of America (henceforth the Foundation) agree to establish a partnership under The Killam Fellowships Program. The Killam Fellowships Program provides exceptional undergraduate students from universities in Canada and the United States of America with the opportunity to attend a participating university in the other country and participate in the life of the host country and community.

Under the terms of this agreement, the Killam Fellowships Program is open to any Vanderbilt University undergraduate student, who meets the eligibility requirements of the Program and fulfills the study abroad requirements set out by the University.

Applications for The Killam Fellowships Program from the University will be submitted directly to the office of the University. Designated officials at the University will review the application and nominate up to three full year applicants (or six one semester applicants) to the Foundation for review. The Foundation will then forward the applications to The Killam Fellowships Program Selection Committee, an independent review committee composed of faculty members at the various university partners, for adjudication. The Killam Fellowships Program Selection Committee will select up to two full academic year (or four one semester) students annually from the University to participate in the Program.

Vanderbilt University students selected to participate in The Killam Fellowships Program will spend a semester or full academic year at one of the participating universities in Canada, dependent on student preference and the availability of places at participating institutions. All participating universities are listed on the program website (killamfellowships.com). The Program will make an effort to place students at their preferred university in Canada, but cannot guarantee their admission. Students unable to attend their first choice will be offered alternative selections.

Vanderbilt University students who receive a Killam Fellowship will maintain continuous registration at the University during the period of their exchange. The Foundation will provide Killam grantees with a cash award of $10,000 U.S. (pro-rated for single semester grantees) along with a health allowance of C$500. Such payments will be made directly to the fellowship recipients.

For each outgoing Killam grantee, the University agrees to host one incoming Killam grantee from any of the participating Canadian universities listed on the website at
Vanderbilt University. The Foundation will forward applicants recommended by The Killam Fellowships Program Selection Committee to Vanderbilt University. The University will, in turn, select the incoming Killam grantee(s) and place them at Vanderbilt University, balancing the stated preferences of the students with the availability of spaces in the system.

Reciprocity in the exchange relationship will be measured on a three-year rolling average commencing with the first Killam grantee at the University or the first Vanderbilt University grantee who studies in Canada under this program.

Incoming Killam grantees will continue to pay all applicable tuition and enrolment fees to their home university in Canada during the period of their exchange. The Foundation will provide incoming Killam grantees with the same basic benefits available to Vanderbilt University students. The University will advise and assist incoming grantees with visa arrangements, including the provision of necessary documentation. The University will also inform incoming grantees of any other requirements for exchange students, including but not limited to state health insurance requirements, and will work with students to ensure that such requirements have been met in advance of their time at Vanderbilt University.

The Foundation for Educational Exchange will work with the University to promote The Killam Fellowships Program. The Foundation will publicize the Program through both print and electronic media in the United States and Canada. The University will advertise the Program on its campus and manage the on-campus recruitment and application process.

These commitments will remain in force for five years from the date of this agreement.

In witness whereof, the parties hereto have offered their signatures:

For Vanderbilt University

For the Foundation for Educational Exchange between Canada and the United States of America

__________________________
Michael K. Hawes,
Executive Director

Date

Date
The Killam Fellowships Program
Appendix A, Revised Program Plan
November 2007

The Killam Fellowships Program officially began with the Agreement of December 11th 2002 between the Foundation for Educational Exchange between Canada and the United States of America and the American Killam Trusts. This agreement included a detailed program plan and allowed, where appropriate, that the program be amended such that it achieved the goals set out by the contracting parties. The first cohort of Killam Fellows took up their awards in the fall of 2003. The program is now in the fifth and final year of the initial (pilot) phase. During this period, the program has progressed from a simple and compelling idea (to provide an opportunity for formal academic exchange to undergraduate students at select schools in the United States and Canada) to a fully functioning, multifaceted, and multimodal exchange “program”, which includes a provision for a high cost allowance, a series of key grant enhancements, and boasts a very active alumni group.

Critical revisions and amendments have been made to the program during the pilot phase. The revised program provides scholarships on a competitive basis (including a high cost supplement, offered on a competitive basis, and subject to the availability of funds, to help offset tuition differentials), it includes a health insurance supplement, it allows for a highly developed orientation program, along with academic and cultural events in the two capitals, and it provides travel opportunities (which help to develop a deeper and more complex appreciation of life in the host country) to each of the Killam fellows. The program also provides a complete range of student services, including immigration services, such that the exchange process is carefully managed and fully supported.

The Foundation has demonstrated a commitment to encourage academic excellence, to promote mutual understanding, and to grow this program in ways that reflect our commitment to the principles and goals of residential exchange. The program staff have worked hard to incorporate these principles in everything that they do, and to put the students first in the administration of the program. It is also worth noting that the program has enjoyed considerable success with respect to our secondary goal, which is to help to develop long-term institutional partnerships between Canadian and American universities.

At the end of the five year pilot phase the program will have supported some 83 exceptional young men and women, from a variety of backgrounds and a range of academic disciplines, at some 21 colleges and universities. These students come mainly from the northeastern United States and central and eastern Canada. Moreover, based on the feedback of the grantees, and the feedback of study abroad officers at the participating institutions, the program has offered an extraordinary opportunity for both personal and professional growth.

The pilot phase of the Killam Fellowships Program has provided a solid foundation for future success. The next phase of the program involves a fairly ambitious strategy with respect to growing the number of participants in the program, expanding the number of institutional partners, enhancing the activities of the participants, engaging alumni, and bringing in new partners to support the program.

One of the most important challenges is recruitment. As we move forward, it is critical to attract a larger number of applicants and to offer these students a broader array of options and
opportunities. The overall goal of the Foundation is to create a program which attracts students from all regions of both countries and continues to enhance mutual understanding through undergraduate level academic exchange.

The central features of the new program are enumerated below in the program plan. It is important, however, to keep in mind that the success of the program depends on our ability to be creative and flexible with respect to award categories, benefits, and administrative strategy. Many of the key successes during the pilot phase stemmed from our ability to adapt the program to meet the changing needs of the student population. It is also worth noting that the Trustees have been particularly supportive of this approach.

This program plan should be seen as an extension of the current program, allowing for significant growth and added diversity, while, at the same time, based on the priorities established and the lessons learned during the initial phase of the program. This plan focuses on several key areas, including: eligibility, reciprocity, award values and benefits, enhancements, promotion and recruitment, and program administration.

In many respects, the most important feature of the new program is enhanced eligibility. Beginning with 2008-2009, the program will be open to all undergraduate students at four year degree granting institutions in both Canada and the United States. The Foundation will hold annual open competitions, where undergraduate students in good academic standing from all disciplines will be eligible to apply. Normally, the students will undertake the program of exchange during the third year of their undergraduate career. While preference will be given to students from participating colleges and universities (both existing and new partners), the idea is to draw from a pool of applicants which represents all regions in both countries.

A key underlying principle is the commitment to ensure reciprocity and encourage and support all varieties of diversity. During the initial phase of the program, we have made every effort (with very satisfactory results) to achieve reciprocity and to promote diversity. In many respects, however, a larger applicant pool will provide us with greater opportunities in both of these areas.

Until now, all of the fellows have participated under the same terms and conditions; specifically, all students have been offered awards based on continuing enrollment at their home institutions and acceptance at the host institution as a "non-fee paying" exchange student. While there are clear benefits associated with this model, there are also challenges.

Award values and benefits would be more flexible under the new model. The new model would allow for three different "categories" of award, based on a variable annual allocation to each of the three categories. The logic behind this model is that we want to maintain the traditional exchange opportunities, while, at the same time, open the competition up to individuals whose participation would be based on taking a leave from their home institution and enrolling for a year (or one semester) at a college or university in the other country.

This model offers significantly greater opportunities for participation. However, it also adds a substantial administrative burden, it shifts advantage from those coming from lower cost institutions to those coming from higher cost institutions, and it will require adjustments to our high cost allowance program. The following award categories would obtain under the new model:

Awards in both categories (direct exchange and self-placed) are set at ($5,000US for one semester) and are based on an open competition for a fixed number of awards. The high cost
allowances would only obtain, on a competitive basis within the partner university group, where a clear demonstration of cost difference can be determined. Current partner institutions, especially those with a current imbalance, would enjoy “preferred status” in recognition of their role in the pilot phase of the program. Beginning in 2008, other universities could be added to the “Killam Partners” group.

Over the past four years we have systematically introduced a series of value-added components to the program, adding activities and opportunities for the students which range from orientation and other group seminars to individual host country travel opportunities. These program enhancements have been a key feature of the Killam Fellowships Program, sending a clear message that this is considerably more than a traditional scholarship program.

It is our intention in the next phase of the program to maintain the current program enhancements, and to experiment with new opportunities. Orientation, the Spring Seminar in Washington, and the mobility program have all been very successful. We may, depending on the geographic distribution of grantees and the number of participants, want to consider other locations for the seminars and/or the possibility of regional meetings. In any event, as the program grows, and the geographic reach of the program expands, each of these programs will become more complex and more costly.

The variability of the program costs will ultimately determine the number of awards that could be offered in any given academic year. Our short-term goal, based on the current funding formula and the increasing preference for one term awards, would be to offer thirty (30) awards on an annual basis.
Universities Participating In the Killam Fellowships Direct Exchange Program

Canadian Partners: Acadia University, Dalhousie University, McGill University, McMaster University, Memorial University of Newfoundland, Mount Allison University, Queen's University, Université de Montréal, University of Ottawa, University of Toronto, York University.


Contact Information (Please scroll down for complete contact information for each participating College or University.)

Canadian University Partners

Acadia University: Ms. Shawna Garrett, Director of Enrolment Management. Tel: (902) 585-1380 Fax: (902) 585-1064 E-mail: Shawna.Garrett@acadiau.ca

Dalhousie University: Ms. Kristen Healy, Student Admissions & Exchange Advisor, International Student and Exchange Services. Tel: (902) 494-1760 Fax: (902) 494-1761 E-mail: khealy1@dal.ca

McGill University: Ms. Linda Anderson, Student Exchange Officer. Tel: (514) 398-7578 Fax: (514) 398-7579 E-mail: linda.anderson@mcmaster.ca

McMaster University: Ms. Karen Jowett, Awards Officer. Student Financial Aid and Scholarships. Tel: (905) 525-9400 ext: 2315 Fax: (905) 525-9400 E-mail: k.jowett@mcmaster.ca

Memorial University of Newfoundland, Ms. Judy Carey, Manager Scholarships and Awards. Tel: (709) 737-7910 Fax: (709) 737-8180 E-mail: jcarey@mun.ca

Mount Allison University, Dr. Michael J. Fox, Professor and Head, Department of Geography. Tel: (506) 364-2440 Fax: (506) 364-2710 E-mail: mfox@mta.ca

Queen's University, Ms. Maryann Severin, Coordinator of University Exchanges. Tel: (613) 533-3000 ext: 72779 Fax: (613) 533-3139 E-mail: severinm@queensu.ca

Université de Montréal, Ms. Frida Anbar, Agent d'information. Tel: (514) 343-7205 Fax: (514) 343-7138 E-mail: frida.anbar@umontreal.ca

University of Ottawa, Ms. Lise Bissonnette, Manager, International Exchange Program. Tel: (613) 562-5800 ext: 1448 Fax: (613) 562-5130 E-mail: bissonnette@uottawa.ca

University of Toronto, Ms. Miranda Cheng. Tel: (416) 946-3099 Fax: (416) 978-6110 E-mail: Miranda.cheng@utoronto.ca

York University, Ms. Beth Akalas, Coordinator Student Mobility, York International. Tel: (416) 736-5177 Fax: (416) 736-5176 E-mail: baka@yorku.ca

American University Partners

American University, Ms. Paula Warrick, Director, Merit Awards. Career Center, Butler Pavilion - 5th Floor. Tel: (202) 885-1817 Fax: (202) 885-1861 E-mail: warrick@american.edu

Bridgewater State College, Ms. Susan Williams, Canadian Studies. Tel: (508) 531-2421 Fax: (508) 531-2421 E-mail: swilliams@bridgew.edu

Harvard College, Ms. Catherine Winnie, Director of International Programs. Tel: (617) 496-2722 Fax: (617) 496-2723 E-mail: cates@fas.harvard.edu

Ithaca College, Ms. Rachel Cullenen, Assistant Director for Study Abroad. Tel: (607) 274-3300 Fax: (607) 274-1515 E-mail: rcullenen@ithaca.edu

Massachusetts Institute of Technology, Ms. Jennifer Cook, Special Projects and Initiatives. Tel: (617) 253-0676 Fax: (617) 253-2101 E-mail: jacobe@mit.edu

http://www.killamfellowships.com/universities.html

1/29/2008
Smith College, Mr. Donald G. Andrew, Director, Fellowships Program and International Study Grants
College Hall 248, Northampton, MA 01060
Tel: (413) 585-4913 Fax: (413) 585-4906 E-mail: danrew@email.smith.edu

State University of New York - Plattsburgh, Dr. David Mowry, Director Honours Program
Redcay Honors Center, Hawkins Hall, Room 121-123, Plattsburgh, NY 12901
Tel: (518) 564-3075 Fax: (518) 564-3071 E-mail: david.mowry@plattsburgh.edu

Wellesley College, Ms. Jennifer Thomas-Starck, Director of International Studies
Green Hall, 339B, Wellesley College, Wellesley, MA 02481
Tel: (781) 283-2220 Fax: (781) 283-3618 E-mail: jstarck@wellesley.edu

r885637@dal.ca
Benefits of the Award
- US$10,000 for the full academic year, or US$5,000 for one semester
- $500 in the host country’s denomination for Health Insurance Allowance
- $1,000 in the host country’s denomination for in-country travel allowance
- Fall Killam Orientation in Ottawa, ON (travel costs, room and board)
- Spring Seminar in Washington, DC (travel costs, room and board)

Additional Benefits
- A limited amount of funds are available on a competitive, need-determined basis to students from private universities to help offset tuition differentials

Services to Killam Fellows
- Program support
- A program officer available to answer any of the student's questions about the program either before or during their time abroad
- Assistance in obtaining the necessary documentation to study and travel in the host country
- Contact information for other American and Canadian students who have attended the same university through the Killam program
- The opportunity to share their experiences with other current Killam students through the Fall Orientation session and Spring Seminar
- Assistance with the course selection process to ensure full credit transfer to the student’s home university

Why Study in Canada and the United States?
- Interesting cultural opportunity
- World-class research universities, offering credits that should be transferable to a student’s degree requirements in their programs at their home institutions

Eligibility Requirements
- Citizenship in the home country
- Full-time undergraduate student in good standing, in any field of study
- Superior academic achievement
- Proficiency in English
  **Proficiency in French is required to study at Francophone universities
- GPA requirement: There is no GPA requirement, though an impressive GPA will strengthen any application
- Permission from home university

Selection Process
- Applications and instructions can be obtained online at www.killamfellowships.com
- Applicants may be recommended by their home institution or apply directly to the program
- Applications are reviewed by an independent adjudication committee comprised of faculty members from Canadian and American universities
- Selection is open and competitive, based on a combination of academic standing, personal statements, and letters of reference
- The Foundation recognizes that excellence is found in all linguistic, ethnic and religious groups without regard for gender, age, sexual preference or race. The Killam Fellowship Program encourages applications from all interested and eligible candidates

Foundation Deadline: January 31st, 2008
For awards to be taken up during the 2008-2009 academic year