

# MEMORANDUM OF UNDERSTANDING

BETWEEN

UNIVERSITY COLLEGE LONDON, UNITED KINGDOM

AND

THE TURKANA BASIN INSTITUTE, KENYA

University College London, a body corporate established by Royal Charter with number RC000631, having its registered office at University College London, Gower Street, London WC1E 6BT, hereinafter referred to as UCL, represented by Professor Anthony Smith, Vice-Provost (Education and International); and the Turkana Basin Institute, a not for profit company limited by guarantee incorporated in Kenya hereinafter referred to as TBI, represented by Richard Leakey, Chair and Lawrence Martin, Director, have entered into this agreement in recognition of their shared commitment to delivering a unique learning experience via field schools in the Turkana Basin, Kenya and to forging closer links between the two institutions.

## 1. SCOPE OF THE AGREEMENT

### 1.1 Objectives

- a. The purpose of the Agreement is to establish the terms and conditions under which UCL students shall participate in a Field School at TBI.
- b. Commencing with the 2014-2015 academic year, and in each succeeding year during the term of this agreement, UCL agrees to facilitate the participation of UCL students in a Field School at TBI.

### 1.2 Participants

Both parties agree that participants should be UCL undergraduate students from the following disciplines: Anthropology, Archaeology and Geography. The particular term in which students can participate will be agreed upon on a departmental basis.

### 1.3 Duration and Timing of the Field School

The Field School will last 11 weeks and is run twice per year (between September and November and between January and March).

### 1.4 Number of Students

UCL agrees to facilitate the participation of up to a maximum of 10 students per Field School each year and TBI agrees to admit UCL students up to this maximum. Additional students can be considered by mutual discussion and agreement.

## 2. IMPLEMENTATION OF THE AGREEMENT

### 2.1 Tuition Fee and Field School Participation Fee

For 2014/15, the tuition fee for the Field school is 3500.00 Pound Sterling. This amount will derive from the tuition fees paid by the students to UCL and will be transferred by UCL to TBI by bank transfer. The tuition fee is to be reviewed and agreed annually by TBI/UCL.

The Field School participation fee for UCL students is 4000.00 Pound Sterling. A deposit of 5% of this amount will be paid by the students to UCL approximately six months prior to the commencement of the Field School. The remainder of the participation fee will be paid to UCL prior to the commencement of the Field School. UCL will transfer the Field School participation fee to TBI prior to the commencement of the Field School. The Field School Participation Fee is to be reviewed and agreed annually by TBI/UCL.

### 2.2 Selection

- a. Candidates for participation in the TBI Field School must have completed at least two years of undergraduate (Bachelors) degree level study at UCL. Candidates will be selected by UCL according to academic eligibility requirements established by UCL.
- b. Both institutions will agree on the number of students who will participate at least four months in advance of the start of the Field School.
- c. Neither institution will deny participation to students on the basis of race, colour, gender, national origin, age, religion, disability\*, sexual orientation, gender identity or gender expression. \*TBI is in a remote region with limited access to medical services and support other than first aid or emergency. The programme requires a lot of travel by four wheel drive vehicle, and a lot of walking so is only suitable for physically active individuals.

### 2.3 Programme and Assessment

- a. Participants will be subject to the academic requirements and rules of conduct of TBI. All students are required to enroll in the four component UCL courses associated with the Field School (ANTH3801, 3802, 3803, 3804). The credit value assigned to the work carried out by a student at TBI will be at the discretion of UCL.
- b. TBI will provide UCL with final grades for the four UCL course modules listed above, certifying the student's academic performance provided that the student has met all financial obligations to both UCL and TBI. The fifth course module offered as part of the field school will not be assessed for UCL students. UCL will be

responsible for submitting student grades (and adjusting to the UCL grading scheme where appropriate) for the four UCL component courses of the Field School.

- c. TBI shall have the option of terminating the participation of a student should that student's behaviour cause undo disruption to the running of the Field School. TBI has a zero tolerance policy for drugs. TBI also has a zero tolerance policy for alcohol other than when made available on occasion to legal age students by TBI.

#### 2.4 Preparation, Orientation and Services

- a. TBI and UCL jointly agree to advise students of the academic and cultural expectations of participation in the Field School, and of the estimated cost associated with participation. TBI agrees to provide UCL with all necessary details on the academic, cultural and living environment to inform UCL's advice to its students, and to provide UCL with updated details on an annual basis.
- b. TBI will provide UCL Field School participants with the following programmes and services:
  - 1) Housing in the form of shared dormitory accommodation.
  - 2) Emergency medical evacuation using Flying Doctors Society of Africa.
  - 3) A resident academic director for the field school and will provide logistic support via the Kenya administrative center in Nairobi (TBI-Nairobi) and the International administrative center in Stony Brook, NY, U.S.A.
  - 4) All necessary transportation and food required for participation in the Field School upon arrival in Nairobi. TBI will take care of students from the time they land in Kenya until the end of the course including all local transport, food, and lodging. At the end of the course students will be delivered to Jomo Kenyatta International Airport for their return flight. Students who elect not to leave Kenya at the end of the programme must sign a waiver to acknowledge that TBI's responsibilities for them end the day that the programme ends and that they are personally responsible from that point forward.
  - 5) Provide UCL students with a duty of care, in both academic and personal circumstances, during the Field School that is consistent with the principles of UCL.
- c. The students will have responsibility for:
  - 1) Paying UCL the Field School fee prior to the commencement of the Field School.
  - 2) Paying for their flight from their point of origin to Nairobi.
  - 3) Arranging any travel visas necessary to participate in the field school.
  - 4) All costs associated with obtaining the required visa.
  - 5) Personal medical insurance.
  - 6) Necessary vaccinations (including costs) as recommended by their physician.
  - 7) Personal expenses including clothing, toiletries and other personal equipment (as listed on the TBI Field School packing list).
  - 8) All other cost incurred during the student's participation in the programme not including that covered by TBI.

#### 2.5 Co-ordination of the programme

In order to carry out and fulfill the goals of this agreement, management and coordination of the programme will be the responsibility of the appointed institutional co-ordinator:

At UCL:  
Dr. Matthew Skinner  
Department of Anthropology  
14 Taviton Street  
University College London  
London, WC1H 0BW  
United Kindom  
Tel. +44 (0)20 7679 8837  
m.skinner@ucl.ac.uk,


At TBI:  
Lawrence B. Martin,  
Director, Turkana Basin Institute  
Social and Behavioral Sciences Building N-507  
Stony Brook University  
NY 11794-4364  
U.S.A.  
Tel. +1 631 632 5800  
Fax. +1 631 632 5810  
Lawrence.Martin@stonybrook.edu


3. PERIOD, TERMINATION, AND MODIFICATION OF THE AGREEMENT.

- a. The Agreement will be effective from the date of signature, will be effective for a period of three years and will be subject to review after the first year. The time period of the agreement may be extended upon the mutual written agreement of the two institutions.
- b. The Agreement may be terminated by either party provided that written notice of intent to terminate is given at least six months prior to termination. Commitments already in progress shall be fulfilled.
- c. The Agreement may be modified by written agreement signed by both institutions.
- d. Any dispute or disagreement that may arise in the execution, interpretation or application of the Agreement shall be resolved by trustful negotiation between the Parties.
- e. The Parties agree that the signing of the agreement does not entail any financial or legal obligation. The agreement consists only of a declaration of intent in accordance with the terms detailed above.

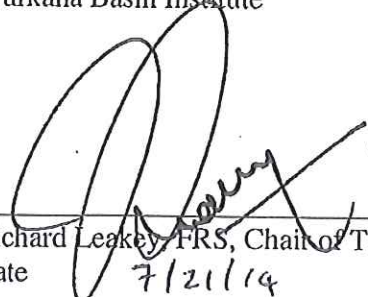
Signed on behalf of:

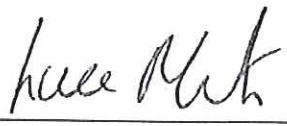
University College London

  
\_\_\_\_\_  
Professor Anthony Smith  
Vice-Provost (Education & International)  
Date 28/4/14

  
\_\_\_\_\_  
Professor Mary Fulbrook  
Dean, Faculty of Social and Historical Sciences  
Date 7/5/2014

Turkana Basin Institute

  
\_\_\_\_\_  
Richard Leakey FRS, Chair of TBI  
Date 7/2/14

  
\_\_\_\_\_  
Professor Lawrence Martin  
Director of TBI  
Date 7/22/14