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|  |  |
| **[DATE]** |  |

Dear [Student Name]

**Letter Agreement relating to your Field School with Turkana Basin Institute (“TBI”)**

I am writing on behalf of University College London (**“UCL”**) to request your agreement to the following terms (the **“Terms”**) that will apply to your participation in the Field School and that will be legally binding upon you.

The Terms cover important issues including the rules and regulations of the Field School, so it is important that you read them carefully. Your agreement to the Terms will be in return for UCL providing you with (i) the opportunity of undertaking the Field School and (ii) access to the facilities of TBI for the Field School.

The Terms to which UCL requests your agreement are as follows:

* + - 1. INTRODUCTION
         1. University College London (**UCL**) and Turkana Basin Institute (**TBI**) (together **the** **Academic Parties**) by an agreement dated 4 July 2018 (**the** **Agreement**), have agreed to collaborate on the delivery of optional field school modules for your UCL degree programme (**the** **Programme**) which leads to an award from UCL.
         2. You have applied to take the Field School modules as your optional modules as part of your Programme and UCL has accepted your application to take the field school modules subject these terms and conditions relating to your participation in the field school modules (**the** **Letter Agreement**).
         3. You and the Academic Parties are hereinafter referred to as **the** **Parties**.
      2. **THE DELIVERY OF THE FIELD SCHOOL MODULE**
         1. TBI will deliver the optional field school modules as part of the Programme and you will be required to attend the field school modules in Kenya in the locations and during the dates outlined in Appendix 1 of this Letter Agreement.
         2. The field school will consist of the five equally weighted components, which will count for 60 credits in total at UCL, delivered by TBI in Kenya (the **Field School Module**).
         3. Each component on the Field School Module shall be marked by TBI staff in accordance with the relevant TBI marking scale and policies.
         4. The four best grades from the five Field School Module components shall count towards the final UCL grade for the whole Field School Module. The grade conversion used by UCL to convert your grades from the Field School Modules shall be provided to you separately by UCL.
         5. TBI will inform UCL of any legitimate extenuating circumstances you have declared in accordance with the relevant TBI process or if you have failed any component of the Field School Module during the Field School as soon as reasonably practicable, and TBI will, in co-operation with UCL, make all reasonable efforts to arrange a reassessment opportunity for you during the Field School in Kenya. If this is not possible, UCL shall arrange a reassessment opportunity for you after the Field School.
         6. An appeal by you against the results of any assessment of work on the Field School Modules shall be considered in accordance with the appeals procedure of UCL as set out in the assessment regulations for UCL, in liaison with TBI as required.
         7. You shall maintain your student registration status at UCL throughout the Programme. For the purposes of attending the Field School Modules, you shall be required to register with Stony Brook University (through TBI) as a field school student for the duration of the Field School Module, in accordance with the rules and regulations of Stony Brook University that apply to the TBI field school.
         8. You acknowledge that it is your responsibility to inform TBI of any support needs that you may have during the Field School Module in Kenya. You will also inform both TBI and UCL of any concerns you have with the Field School Module, including in relation to your health and safety.
      3. **FEES**
         1. To participate in the Field School Module provided by TBI you shall be required to pay a participation fee of £4,000 to UCL as well as cover the costs of your return flights to Nairobi, Kenya. UCL shall liaise with TBI to arrange for the payment of your Field School Module to TBI.
      4. **RULES, REGULATIONS, STUDENT COMPLAINTS AND CONDUCT**
         1. Where you wish to complain about any specific service or facility provided by, or a student or member of staff from, TBI, the relevant complaints procedure of TBI will apply.
         2. You will be subject to all TBI policies, rules and regulations relating to your participation in the Field School Modules, including but not limited to those relating to conduct, assessment and health and safety, which are provided to you by UCL together with this Letter Agreement, as may be amended by TBI from time to time and notified to you. In the event of an alleged breach of the TBI policies, rules and regulations by you, TBI shall inform UCL immediately and shall fully involve UCL in the investigation process.
         3. If an Academic Party determines, in accordance with its own rules and regulations in respect of such matters, that you should not continue on the Field School Modules for whatever reason then it shall so notify you and the other Academic Party. This may affect your ability to complete your degree programme at UCL.
      5. **USE OF PERSONAL DATA**
         1. You acknowledge that:

each of UCL and TBI holds, collects and uses information about its students (including prospective, current and former students) for academic, administrative, verification, management, pastoral and health and safety purposes; and

when a student leaves UCL and TBI appropriate data is kept as a permanent record to enable UCL and TBI, if necessary, to provide references on a student’s behalf, or to maintain a record of a student’s achievements.

* + - * 1. You hereby acknowledge that each of UCL or TBI may pass and share your information with the other institution and to other third parties (including any appointed agents or sub-contractors of UCL and TBI for the purposes of providing the Field School Modules and the Programme. Further examples of data sharing and processing are available in the TBI Privacy Policy and the UCL General Student Privacy Notice. Each TBI and UCL shall provide an up-to-date URL to enable access to their respective privacy notices on request.
      1. **INTELLECTUAL PROPERTY RIGHTS**
         1. For the purposes of this Clause, **IPRs** means all and any copyright works, patents, discoveries, improvements, inventions, trade marks, designs, information, data, formulae, specifications, results of tests and field trials, diagrams, expertise, techniques, technology, know-how, and other intellectual property of any nature whatsoever, including applications and the right to apply for registration of any of the foregoing rights.
         2. Ownership of any IPRs modified, conceived, created or developed by you in the course of studying on the Field School Modules will be determined in accordance with the terms of the applicable student intellectual property policy in place at UCL unless otherwise agreed in writing by the Parties in respect of each Field School Module.
      2. **GOVERNING LAW**
         1. These terms and conditions, and any dispute or claim arising out of or in connection with their subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with, English law, and the Parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.

Please consider the above Terms of this letter carefully. This is a legally binding agreement between you and UCL. If you have any questions regarding this agreement, your rights and obligations, you may (at your cost) want to take independent legal advice. If you are in agreement with the Terms, I would be grateful if you would confirm your understanding and acceptance of the Terms by signing and returning the attached copy of this letter to [name and title of person at UCL] on behalf of UCL at [address at UCL] at your earliest convenience. Please keep your copy of this letter and all the documents referred to in this letter in a safe place, so that you can refer to them as required at a later date.

Please provide by return at Appendix 2 of this letter contact details for the duration of the Field School for your next of kin.

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| Yours sincerely,  For and on behalf of University College London |  | I confirm that I have read, understand and accept all the Terms of this letter, including any of the terms cross-referenced above. |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print name |
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Appendix 1

**The Field School**

**[insert the TBI information pack]**

Appendix 2

**Next of Kin**

Name:

Contact details including phone number: