

## STUDENT APPLICATION FORM

**Application** check-list (all due by **April 1<sup>st</sup>, 2016**):

- 1)  Completed Student and Medical Information forms
- 2)  Two Short Essays
- 3)  Additional Documentation
  - a)  CV
  - b)  Two references
  - c)  Color scan/copy of the first two pages of your passport
- 4)  \$250 deposit

Participant **acceptance** check-list (all must be **received** on or before **May 1<sup>st</sup>, 2016**)

- 1)  Proof of Emergency Medical Evacuation health insurance coverage
- 2)  Code of Ethics and Conduct – signed
- 3)  Waiver – signed
- 4)  Remaining student contribution (\$3,015)

### APPLICATION INSTRUCTIONS:

**1) Fill out the forms, write the essays, and prepare all the documents described in the application check-list above. The complete instructions for this step may be found below**

**2) Clearly label all of your documents with your FULL NAME. You may submit forms in Word or PDF format. E-mail the entire application packet (minus your deposit) to the Program Coordinator ([cсен.field.programs@gmail.com](mailto:cсен.field.programs@gmail.com)) and to the CSEN Executive Director ([jkimball.cсен.org@gmail.com](mailto:jkimball.cсен.org@gmail.com))**

**3) Mail your \$250 deposit to:**

Center for the Study of Eurasian Nomads  
c/o Jeannine Davis-Kimball, PhD  
2158 Palomar Ave  
Ventura, CA 93001

Make the check to: “CSEN” and write: “Field school deposit” in the Subject/Detail line. Please put your full name somewhere on the check or in a note along with the deposit. This deposit holds your place in the queue of “Central Mongolian Nomads Project” applicants and will be used towards your total student contribution.

In the event that your application is rejected, CSEN will refund your deposit. The CSEN program cancellation policy outlines the financial repercussions of withdrawing from the program after you have enrolled; please consult this section of the “Central Mongolian Nomads Project” handbook, or the Program Coordinator, for more information.

*\*\*\*If you would prefer to pay your deposit via Pay Pal, please let us know. Additional charges will apply that cannot be refunded in the event of program cancellation or the rejection of an application\*\*\**

“Central Mongolian Nomads Project” will accept applications until April 1<sup>st</sup>, 2016. We encourage you to apply early before all available slots fill up. You should expect to hear a decision regarding your application approximately **two weeks after** all of your application materials and \$250 deposit have been received.

## ACCEPTANCE INSTRUCTIONS

**Once you have been accepted as a student on the “Central Mongolian Nomads Project” program, please follow these steps so that the necessary materials are received by May 1<sup>st</sup>, 2016:**

- 1) Submit a scan or copy of your health insurance coverage that explicitly includes Emergency Medical Evacuation coverage (i.e., Proof of Medical and Evacuation Insurance) via e-mail ([jkimball.csen.org@gmail.com](mailto:jkimball.csen.org@gmail.com) ; [csen.field.programs@gmail.com](mailto:csen.field.programs@gmail.com)) or mail to the mailing address to which you sent your \$250 deposit listed above.
- 2) Sign and submit the Program Waiver and Code of Ethics and Conduct forms via e-mail ([jkimball.csen.org@gmail.com](mailto:jkimball.csen.org@gmail.com) ; [csen.field.programs@gmail.com](mailto:csen.field.programs@gmail.com)) or mail to the mailing address to which you sent your \$250 deposit listed above.
- 3) Mail the remaining **\$3,015** of your participant contribution to the CSEN Executive Director at the address listed above

*\*\*\*Students who do not submit all required documentation by **May 1<sup>st</sup>, 2016**, will be automatically withdrawn from the field school and forfeit their student contribution\*\*\**

## SUBMISSION INSTRUCTIONS:

Please contact the Program Coordinator at [csen.field.programs@gmail.com](mailto:csen.field.programs@gmail.com) if you have any questions about the process described above.

**1. Student Information**

First name: \_\_\_\_\_

Middle name: \_\_\_\_\_

Last name: \_\_\_\_\_

Date of birth (DD/MM/YYYY): \_\_\_\_\_

Citizenship: \_\_\_\_\_

Current address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

Zip/Postal code: \_\_\_\_\_

Mailing address if different from above:

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Gender: \_\_\_\_\_

Height: \_\_\_\_\_

T-shirt size: \_\_\_\_\_

Passport number: \_\_\_\_\_

Type: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Employer or school: \_\_\_\_\_

Address of employer/school:

**Emergency contact**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact number for employer/school: \_\_\_\_\_

If retired, former employer's contact information:

How did you hear about the archaeological field school?

**2. Medical Information**

Medical treatment will not be equal to the norm in the US or other Western countries. The remote nature of program activities means that students cannot expect quick or easy access to medical care. Please be sure to list all special medical conditions you may have. You must bring any prescription or over the counter medications that you require for the full extent of your time in Mongolia. All students must have Emergency Medical Evacuation coverage for the entirety of the archaeological field school. See the Waiver (Release/Assumption of Risk form) for more details.

a) List any medical condition that you have or have had in the past five years, including hospitalizations and medical procedures (with their dates).

b) Participant health information

-Blood type: \_\_\_\_\_

-Date of last physical examination: \_\_\_\_\_

-Do you wear corrective or contact lenses? \_\_\_\_\_

-Loss of consciousness [please explain the circumstances and give date(s)]:

-Special diet or foods\*:

-Other health concerns, such as a bad back, trick knee, etc. (please describe in detail):

-Any other pertinent medical or health-related information:

-Current type of health insurance coverage\*\*:

c) Check and describe any that are applicable

-Diabetes: \_\_\_\_\_

-Epilepsy: \_\_\_\_\_

-Allergies (please list):

\*Please note that special diets may not be accommodated throughout the program, as our program cook will have limited equipment, facilities, and foodstuffs from which to prepare our meals. Those with food allergies or severely restricted diets should consult with the Program Coordinator during the application process.

\*\*By the time you arrive in Mongolia, you **must** have insurance coverage that explicitly includes **Emergency Medical Evacuation** for the duration of your participation in the program. Students who do not present proof of their insurance coverage by **May 1<sup>st</sup>, 2016**, will have to withdraw from the field school and forfeit all student fees. This will be for your own safety and well-being, and CSEN and MUST will not willingly or knowingly allow students to put themselves in jeopardy.

You may attach additional pages as needed to complete the information requested in the first two sections.

### **3. Short Essays**

Instructions: Each essay should be no more than **two pages, double-spaced** in length. You may type your essays into this form or attach them as a separate Word or PDF document. Please clearly label each essay a) or b).

**a) Special Interests:** Describe your particular interest in the “Central Mongolian Nomads Project”, and what experience(s) you have had that might be helpful in terms of your participation in the program. Please list all pertinent educational or personal background.

**b) Previous Travel:** Briefly describe any previous foreign travel experiences, including which countries you have visited and when, and what you did while abroad.

### **4. Attached Documents**

a) CV

b) **Two references** with professional title, occupation and place of employment, telephone, mailing address, and e-mail information listed. These should be from current or former teachers, employers, academic advisors, instructors, supervisors, and other people who know you in a professional, academic, or volunteer/philanthropic capacity. Family and friends **cannot** provide references.

c) A **color** copy of the first two pages of your passport, which may be in jpg, jpeg, or PDF format.

## WAIVER

### Release and Assumption of Risk

For and in consideration of the opportunity to participate in the joint Center for the Study of Eurasian Nomads' (CSEN) and Mongolian University of Science & Technology's (MUST) "Central Mongolian Nomads Project" archaeological field school in Mongolia in 2016, I release Jeannine Davis-Kimball, Emma Hite, the Center for the Study of Eurasian Nomads and any of its associated staff, Lhavgasurengiin Erdenebold, Chuluunkhuugiin Vanchigdash, the Mongolian University of Science & Technology and any of its associated staff, and all archaeological field school staff not explicitly named herein from any and all liability for property damage, personal injury, or expenses incurred as a result of injury, illness, or accident that I may experience in the course of this program. I understand that there are many dangers and risks in participating in this program, both because of physical and economic conditions in Mongolia and because of the realities of archaeological fieldwork generally. These include but are not limited to health risks (rabies, Hepatitis, Giardia), dangers in the environment, extreme weather conditions (flooding, storms, low or high temperatures), injury from other participants (accidental or intentional), injury during the course of fieldwork (all activities associated with pedestrian survey, site exploration, and life at basecamp), injury during normal activities in rural Mongolia (horse-back riding, wrestling, hiking, swimming, interacting with herd animals and guard dogs, interacting with wildlife), inaccessibility to medical care, political unrest, food and water safety, and vehicular accidents. I do not expect the program leaders to protect me from such risks and dangers and I accept full responsibility myself for any and all injury, damage, and associated costs and expenses that may result to me from my participation in the joint CSEN-MUST archaeological field school.

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Date

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Student signature

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Print student name

## CODE OF ETHICS AND CONDUCT

The Center for the Study of Eurasian Nomads' "Central Mongolian Nomads Project" program Code of Conduct and Ethics is designed to optimize your experience in the field by preventing any misunderstandings up front and outlining the Program's expectations for its Students. The Code serves the Program's broader goal of ethical interactions and productive collaboration with our Mongolian colleagues and hosts.

The "Central Mongolian Nomads Project" Program is led by senior staff members, Professor Lhavgasurengiin Erdenebold (Program Director), Ms. Emma Hite (Program Coordinator), and Mr. Chuluunkhuugiin Vanchigdash (Field Instructor) (hereafter Senior Staff). All Students must read and sign the Code of Conduct and submit it with his/her application.

**In the event a Student withdraws or is expelled from the Program because of violating the Code of Conduct, the Student will forfeit his/her contribution and, moreover, will be responsible for any and all associated expenses, including, but not limited, to local and international transportation costs.**

The Student must read through the entire Code of Ethics and Conduct, then sign, date, and print name to indicate that acceptance. A copy of the signed document must be sent via email or mail to CSEN and via email to the Program Coordinator.

I, \_\_\_\_\_ (Print Name)

HEREAFTER THE STUDENT, do agree to abide by the following **Code of Ethics and Conduct**.

### I. Ethics

#### A. Required documentation:

Each Student will provide all documents required by the Program. This list can be found in the "Central Mongolian Nomads Project" Handbook. In the event that the Student fails to submit all required documents, the Student will be withdrawn from the program.

#### B. Zero-tolerance policies:

1. The Center for the Study of Eurasian Nomads has a zero-tolerance policy regarding illegal substances, objects, and activities. These include but are not limited to: participation in the trade of undocumented antiquities, use or transportation of illegal narcotics, weapons, or remains of endangered species, and involvement in any aspect of the sex trade. The Student will refrain from collecting or transporting any materials of historical or cultural significance away from archaeological, religious, and historical sites. The Student agrees to follow all official laws and regulations of the nation of Mongolia while participating in the project. More details of these laws and regulations can be found at the Embassy of Mongolia to the United States (<http://mongolianembassy.us/>) and the US Embassy in Mongolia (<http://mongolia.usembassy.gov/service.html>).



2. The Center for the Study of Eurasian Nomads has a zero-tolerance policy regarding violent behavior. Any Student who engages in violent behavior will be severely reprimanded and, depending on the severity of the behavior and the judgment of Senior Staff, may be required to withdraw immediately from the program.
3. Violation of the any zero-tolerance policy may require the offending party to withdraw from the program.

**C. Liability and Health Concerns:**

1. As per the project Waiver/Assumption of Risk agreement, CSEN, MUST, and Program Staff are not liable for any accidents or illnesses that befall the Participant during the project. The Student will be responsible for any and all expenses associated with any illness or injury.
2. Because of the paucity of medical care facilities in the field, the Student must immediately inform the Senior Staff of any health issues or injuries. The “Central Mongolian Nomads Project” program is not equipped with a medic but will stock some first-aid supplies. The Student should bring a personal first-aid supply.
3. The lack of proper medical care and facilities within the program area necessitate that the Student immediately inform the Senior Staff of any health issues or concerns. Staff of the “Central Mongolian Nomads Project” program will do their best to stabilize the Participant for his/her transportation back to Ulaanbaatar, where better medical care is available. However, the Center for the Study of Eurasian Nomads, the Mongolian University of Science & Technology, and staff of the “Central Mongolian Nomads Project” program are not liable for any accidents or illnesses that befall the Student during the field school. Any costs or expenses associated with a student, including the Student, falling ill, getting injured, or having an accident during the course of their participation in the field school will be his/her sole individual responsibility. The Student has read, understood, and signed the Waiver/Release and Assumption of Risk form, which contains more information on this point.

## **II. Conduct**

**A. “No Whining” Clause:**

The Student will not complain about personal discomfort, lack of amenities, meals, and other issues that do not pose a threat to the Student’s safety or well-being. Whining negatively impacts the learning environment and team’s morale, and will not be tolerated. The Student must maintain a positive attitude, a flexible approach, and a good work ethic to the best of his/her abilities. The Student also acknowledges that travel and archaeological field work are stressful undertakings and that unpredictable conditions in rural Mongolia can exacerbate such stressors. The Student at all times will comport him/herself in a friendly, polite manner towards the staff and other

students of the “Central Mongolian Nomads Project” team as well as toward members of the local community.

**B. Harassment and Discrimination:**

The “Central Mongolian Nomads Project” program is safe-space and a harassment-free field expedition. Acknowledging that there are cultural differences between Mongolia and other countries, harassment or discriminatory actions will not be permitted. Serious or serial offenders may be expelled from the Program. CSEN and the Senior Staff are sympathetic to the stresses associated with travel and fieldwork in Mongolia. However, hostile, disruptive, or negative behavior or speech will not be tolerated.

**C. Conflict Resolution:**

The Student agrees to resolve any and all conflicts in a productive and reasonable manner. The Student is entitled to make a discrete, concrete request of the program staff in order to improve his/her experience. The Student should consult with the Program Coordinator or request private time if feeling emotionally overwhelmed.

**D. Items Required for Participation in Program:**

1. The Student acknowledges that he/she is responsible for bringing all items on the required items on the list to Mongolia. These items are essential for the Student’s health and well-being as well as ability to participate in the program. If the Student has any question regarding these items he/she should discuss this, **via email**, with the Senior Staff **before** arriving in Mongolia. The Participant should also consider the advisability of bringing Recommended Items and act accordingly.
  
2. The Student understands that should he/she fail to have any of the Required Items at the start of the Program, on the morning of June 21<sup>st</sup>, 2016, he/she will be required to withdraw from the program and forfeit his/her entire Student contribution unless he/she has received prior approval from the Senior Staff in writing. The Student also acknowledges that the Required Items list may not be exhaustive and that it is his/her responsibility to come to Mongolia properly prepared for travel and learning in the field.

**E. Learning**

The aim of the “Central Mongolian Nomads Project” is for students to learn archaeological methods and theories through classroom (lectures, seminars, and Mongolian language classes) and hands-on activities (archaeological fieldwork, laboratory *practica*, and visits to significant historical sites). Attaining this aim requires the Student to take responsibility for his/her part in the learning process. The Student agrees to follow all instructions from “Central Mongolian Nomads Project” program staff and instructors. The Student will approach all learning activities in the classroom, laboratory, and field prepared practically and intellectually for these tasks. The Student will complete any and all required preparatory readings, homework, or other assignments on time to the best of his/her abilities, and will clarify any points of confusion with program staff and instructors when such assignments are given. The Student is entitled to

constructive feedback on his/her assignments, although the Program grants neither formal grades nor academic credit.

**Agreement to Code of Ethic and Conduct**

I, the above-named Student, have read the Code of Ethics and Conduct for the “Central Mongolian Nomads Project” Program in its entirety. I understand its contents and hereby agree to abide by the Code while in Mongolia. I understand and agree that any violation of the Code is grounds for reprimand or possibly expulsion from the Program. I have addressed any questions I may have about the Code to a member of the Senior Staff to clarify any point I do not understand before signing this agreement. I, therefore, attest that I fully understand and will by abide by the Code of Ethics and Conduct while in Mongolia.

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Student’s Signature

Date

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Print Student name