

## MEMORANDUM OF UNDERSTANDING

BETWEEN THE SOUTH ASIA INSTITUTE (SSAI) AT THE SCHOOL OF ORIENTAL AND AFRICAN STUDIES (SOAS), UNIVERSITY OF LONDON

AND

THE SOUTH ASIAN RESEARCH AND RESOURCE CENTRE (SARRC), ISLAMABAD

The School of Oriental and African Studies, University of London (hereinafter referred to as "SOAS") will send postgraduate students to the South Asian Research and Resource Centre (hereinafter referred to as "SARRC") under the following terms.

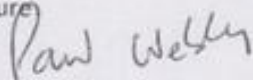
### 1. ARCHIVAL INTERNSHIPS

- a) SARRC will accept up to five SOAS graduate students per year as archive interns, Each internship will be for a period of between 3 and 12 months.
- b) The intern will carry out tasks required by the archive, including but not limited to the cataloguing, indexing, scanning and digitizing, and maintenance of a public web presence. The intern will report to Ahmad Salim or to the General Secretary of SARRC.
- c) The intern will not spend more than 30% of his/her time carrying out duties in the service of SARRC. He/she will be expected to carry out research directly related to their personal research agenda in the remainder of their time.
- d) SARRC will arrange interns' training in best practices for relevant areas of archive development, in partnership with at least one outside organization.
- e) Interns must demonstrate that they have applied for external research grants, with the support of their supervisors in their home institution and with the help of the SARRC staff, as appropriate.
- f) For students who either have no external funding at the time of commencing the internship, or only have a budget to cover their living expenses, the SARRC will not charge a management fee. For students who have secured external funds for a research budget, SARRC will determine a strongly discounted management fee according to the size of the budget, on a case-by-case basis.
- g) Subsistence expenditure (including food, accommodation, and local and international transport) will be the responsibility of the interns themselves unless otherwise provided for (see 1.J below).

- h) During the period of internship, interns are required to produce at least three 300-word entries for the SARRC blog, discussing interesting individual documents, items, etc., that they have encountered in the archive. Full credit for authorship will be given to the intern.
  - i) The intern must produce a 1000-word report on their own experience working in the archive: the research they have accomplished, and the skills they have gained. This may be used for purposes of SOAS and SARRC publicity.
  - j) Upon completion of the intern's thesis or other research output, one copy must be submitted to the SARRC.
  - k) Fellows will be advised by SARRC on accommodation options in Islamabad.
  - l) Both parties to this MoU hereby undertake to explore fundraising opportunities for SOAS-SARRC Internships. Any funds raised by SOAS will be managed through SOAS and will ideally cover transportation and living expenses for fellows and any management overheads that accrue for SSAI and for SARRC.
2. RESEARCH FELLOWS: SSAI and SARRC agree to create Joint Research Fellowships, to last for a period of six to nine months.
- a) SARRC will provide personalized guidance in using the archive's materials, and will provide such additional facilities as are available
  - b) Researchers must deliver a seminar at SARRC regarding their ongoing research, and must contribute one entry to the SARRC blog.
  - c) Upon completion of the fellow's thesis or other research output, one copy must be submitted to the SARRC.
  - d) In the absence of funding, SARRC will determine a reduced management fee on a case-by-case basis.
  - e) Costs for all expenses (including food, accommodation, and local and international transport) will be the responsibility of the Fellows themselves (but see 2.f and 2.g below).
  - f) Fellows will be advised by SARRC on accommodation options in Islamabad.
  - g) Both parties to this MoU hereby undertake to explore fundraising opportunities for SOAS-SARRC Research Fellowships. The fellowship funding will be managed through SOAS and will ideally cover transportation and living expenses for fellows and any management overheads that accrue for SSAI and for SARRC.

3. RESEARCH SEMINAR: The SSAI (particularly the subsidiary group MUSA) and SARRC will explore the feasibility of partnering with Islamabad-based academic institutions for a biweekly or monthly research seminar, to be teleconferenced between the two institutions and podcast. The purpose is profile-building and research exchange between Pakistani and UK academics, particularly advanced PhD students and early-career researchers.
  
4. This agreement shall have an initial duration of three years beginning on 1 October 2014.

Signature



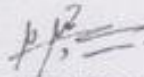
Paul Webley

Director

SOAS

Date: 30/6/2014

Signature



Homaira Ishfaque

General Secretary

SARRC

Date: 1/7/2014