**Digital Humanities & Research Software Engineering
Summer School 2025**

Terms and Conditions

1. Introduction

   The Digital Humanities & Research Software Engineering Summer School 2025 is hosted by the King's Digital Lab (King's College London) and co-organised with Cambridge Digital Humanities (University of Cambridge); and Edinburgh Centre for Data, Culture, & Society (University of Edinburgh). Full information is available on the event webpage. However, if you have any queries which are not covered there, please contact kdl-info@kcl.ac.uk and we will be pleased to help.

2. Definitions

   In these Terms and Conditions:

   - "Summer School 2025" means the Digital Humanities & Research Software Engineering Summer School 2025 event to be held on 30 June to 3 July 2025, and any optional co-located sessions on 4 July 2025;

   - "Host" means King's Digital Lab, King's College London (also known as "KDL");

   - "Applicant" means an individual who has submitted an application form for Summer School 2025;

   - "Participant" means an individual who has been offered a place for Summer School 2025 and confirmed their attendance;

   - "Bursary" means the monetary award to cover eligible expenses to attend Summer School 2025;

   - "In writing" means by email.

3. Funding

   The Summer School 2025 and the bursaries are funded with contributions from

Strategic Technical Platform for University Technical Professionals (STEP-UP); 'Digital Skills in Arts and Humanities (DISKAH): Transforming Access to Digital Infrastructure and Skills' project, funded by UKRI (Grant No. APP4595); and the Society of Research Software Engineering.

4. Application and Confirmation of Attendance Procedure

All applicants should use the online application form to apply for a place at the Summer School 2025 and for a bursary, if applicable. Applicants will be informed in writing by email with the outcome of their application by **6 May 2025**, and at the same time be sent information on how to confirm their attendance. Confirmation of attendance must be made by **19 May 2025**. If you (the applicant) do not confirm your place by the deadline, the offer of a place (and bursary, if applicable) will be automatically withdrawn and offered to someone else on the waiting list. More information will be provided in the offer email.

5. Bursary Coverage

The Strategic Technical Platform for University Technical Professionals (STEP-UP)and the Society of Research Software Engineering are providing a limited number of bursaries to cover eligible expenses to enable participants to attend.

Allowable expenses include:

- UK travel, accommodation and subsistence
- Additional expenses incurred in order to attend the Summer School, e.g.:
  - Paid carers (e.g. childcare or eldercare, over and above your normal arrangements)
  - Reasonable costs of informal care (e.g. travel costs for a family member to provide care usually provided by the participant)
  - Reasonable costs related to disability or medical conditions (e.g. travel costs for a carer or assistance, equipment, etc.)

This list is not exhaustive and applicants are welcome to discuss any requests of which they are unsure. Please contact us directly in advance of your application on kdl-info@kcl.ac.uk.

Bursaries will be allocated to accepted applicants based on the following priorities:

1. To applicants who will not receive financial support from their own institutions to cover the costs for which they are applying;

2. To applicants who identify as belonging to an under-represented group in software engineering or data science in the UK.

If the number of bursary applications that meet our criteria exceeds the number of bursaries available, we will award them based on how well the applications align with our target audience.

Full bursary recipients will have the option of staying in King's accommodation, in the Great Dover Street Apartments, at a total cost of £350 for 5 nights (Sunday 29 June-Thursday 3 July). Please note: due to booking requirements, it will not be possible to reserve fewer nights for a reduced cost. Alternatively, we will be able to support a contribution towards the costs of a hotel or other accommodation upon receiving evidence of expenditure and supporting receipts.

Please note that available funds will **not** cover travel for participants joining from outside the UK and the mode of travel must adhere to the King's College London Sustainable Travel Policy: https://www.kcl.ac.uk/policyhub/travel-policy

Each bursary will cover eligible costs for a combined total of **£650.** If you select the University accommodation option, we will cover other eligible costs up to **£300.** Partial awards are also available. **All costs must be supported with receipts in order to be reimbursed.**

6. Expectations for Participants

Participants are expected to attend in person at the King's College London for all days of Summer School 2025 (30 June – 3 July 2025). Participants should be available to attend every talk and workshop during the daytime timetable. It is expected that you (the participant) will reschedule any clashing commitments you may have, including, but not limited to, online meetings. Social events in the evenings are optional. Participants are responsible for booking for and paying for their own transport and accommodation, with the exception of participants who are awarded a bursary who may take advantage of the University accommodation option (see *supra*). It is strongly recommended that all participants take out travel insurance. Health insurance is also recommended for participants coming from outside of the UK.

7. Bursary Recipients

Participants who have been awarded a bursary will receive an email with more details on how to receive it. It is expected that if your circumstances change and you are not able to attend the Summer School 2025, or if your institution is able to cover your eligible costs after all, you will communicate this to the host as soon as possible. This

is to make sure that we will be able to transfer your bursary to someone else.

Please note that bursaries will be paid after Summer School 2025 and any bursary recipient who fails to attend Summer School 2025 will have their bursary rescinded.

8. <u>Cancellation by KDL</u>

Exceptionally, unforeseen circumstances may require us to cancel Summer School 2025. In such circumstances we will give as much notice as possible and endeavour to organise another event date, but we cannot guarantee this will be possible. No compensation will be paid to any participant for any costs incurred for cancelling and/or rearranging travel and accommodation. We strongly recommend that all participants take out travel insurance to protect them in the event of a cancellation for any reason.

9. <u>Cancellation Policy</u>

Thanks to the financial support of Strategic Technical Platform for University Technical Professionals (STEP-UP) and Digital Skills in Arts and Humanities (DISKAH), attendance tickets are free for participants. However, places will be in high demand. We expect that if you (the participant) can no longer attend and wish to cancel your place, you will inform the host in writing with as much notice as possible. This is so that the place can be given to an alternative applicant on the waiting list.

10. <u>Code of Conduct</u>

The Summer School 2025 host and other organisers are committed to creating a friendly and respectful place for learning, teaching and contributing. All participants in Summer School 2025 events and communications are expected to show respect and courtesy to others.

To make clear what is expected, all participants in Summer School 2025 are required to conform to the Code of Conduct. This Code of Conduct applies to all spaces managed by the Summer School 2025 including, but not limited to, workshops, email lists, online forums such as GitHub, Teams/Zoom, and social media, and the Summer School 2025 social programme.

KDL is dedicated to providing a welcoming and supportive environment for all people, regardless of background or identity. As such, we do not tolerate behaviour that is disrespectful to our teachers or learners or that excludes, intimidates, or causes discomfort to others. We do not tolerate discrimination or harassment based on

characteristics that include, but are not limited to, gender identity and expression, sexual orientation, disability, physical appearance, body size, citizenship, nationality, ethnic or social origin, pregnancy, familial status, veteran status, genetic information, religion or belief (or lack thereof), membership of a national minority, property, age, education, socio-economic status, technical choices, and experience level. By participating in Summer School 2025, participants indicate their acceptance of the procedures by which the Summer School 2025 resolves any Code of Conduct incidents, which may include storage and processing of their personal information.

Expected Behaviour

All participants in our events and communications are expected to show respect and courtesy to others. All interactions should be professional regardless of platform: either online or in person. In order to foster a positive and professional learning environment we encourage the following kinds of behaviours in all Summer School 2025 events and platforms:

- Use welcoming and inclusive language

- Be respectful of different viewpoints and experiences

- Gracefully accept constructive criticism

- Focus on what is best for the community

- Show courtesy and respect towards other community members

Unacceptable Behaviour

Examples of unacceptable behaviour by participants at any Summer School 2025 event or on any Summer School 2025 platform include:

- Written or verbal comments which have the effect of excluding people on the basis of membership of any specific group

- Causing someone to fear for their safety, such as through stalking, following, or intimidation

- Violent threats or language directed against another person

- The display of sexual or violent images

- Unwelcome sexual attention

- Non-consensual or unwelcome physical contact

- Sustained disruption of talks, events or communications

- Insults or put downs

- Sexist, racist, homophobic, transphobic, ableist, or exclusionary jokes

- Excessive swearing

- Incitement to violence, suicide, or self-harm

- Continuing to initiate interaction (including photography or recording) with someone after being asked to stop

- Publication of private communication without consent

Consequences of Unacceptable Behaviour

Participants who are asked to stop any inappropriate behaviour are expected to comply immediately. This applies to any Summer School 2025 events and platforms, either online or in person. If a participant engages in behaviour that violates this Code of Conduct, the host may warn the offender, ask them to leave the Summer School 2025 or platform.

Reporting a Potential Code of Conduct

If you believe someone violates the Code of Conduct during the Summer School 2025 please get in contact with any of the organisers or local support staff. Alternatively, you can send an email to kdl-info@kcl.ac.uk. If you prefer to remain anonymous you can submit a report through https://reportandsupport.kcl.ac.uk (but be aware that this may not be processed and handled until well after the event).

9. Privacy/Data Protection

The personal data that you have supplied will be used for the purpose of administering the Summer School 2025 by the host and co-organisers. All data will be processed and stored in accordance with the Data Protection Act 2018. Your data may be shared with King's College London staff in order to process your bursary expenses and make logistical arrangements but will not be passed on to any other Third Party unless you separately agree, or unless KDL is under a legal obligation to do so.