



Digital Humanities & Research Software Engineering

Summer School 2024

Terms and Conditions

1. Introduction

The Digital Humanities & Research Software Engineering Summer School 2024 is hosted by the Edinburgh Centre for Data, Culture, & Society (University of Edinburgh) in collaboration with The Alan Turing Institute; Cambridge Digital Humanities (University of Cambridge); and King's Digital Lab (King's College London). Full information is available on the event webpage. However, if you have any queries which are not covered there, please contact cdcs@ed.ac.uk and we will be pleased to help.

2. Definitions

In these Terms and Conditions:

- "DH&RSE Summer School" means the Digital Humanities & Research Software Engineering Summer School 2024 event held on 02-05 July 2024
- "Host" means Centre for Data, Culture, & Society (also known as "CDCS")
- "Applicant" means an individual who has submitted an application form for the event
- "Participant" means an individual who has been offered a place for the event and confirmed their attendance
- "Bursary" means the monetary award to cover travel/accommodation costs to attend the event
- "In writing" means by email

3. Funding

The 2024 DH&RSE Summer School is funded through an AHRC Grant (AHRC Grant Ref: AH/Y00745X/1). The Data/Culture project aims to build sustainable communities around arts and humanities datasets and tools. It is a collaborative pilot project between The Alan Turing

Institute, Queen Mary University of London, Lancaster University and the Complexity Science Hub funded by the Arts and Humanities Research Council (AHRC), part of UK Research and Innovation (UKRI). Additionally, the [Society of Research Software Engineering](#) has awarded support for bursaries to cover costs towards travel and accommodations for selected applicants.

4. Application and Confirmation of Attendance Procedure

All applicants should use the online application form to apply for a place at the DH&RSE Summer School and for a bursary, if applicable. Applicants will be informed in writing by email with the outcome of their application by the 24th of May, and at the same time be sent information on how to confirm their attendance. Confirmation of attendance must be made within 10 days of being offered a place. 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do not confirm your place by the deadline, the offer of a place (and bursary, if applicable) will be automatically withdrawn and offered to someone else on the waiting list.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 Alan Turing Institute and the Society of Research Software Engineering are providing a limited number of bursaries to cover costs towards travel and accommodations.

They will be allocated based on the following criteria:

1. To participants who will not receive financial support from their own institution to cover for travel/accommodation
2. To participants who self-define as a member of an historically under-represented group in software engineering or data science

In case we have more people applying for bursaries and matching both criteria compared to the number of bursaries available, we will then assign them based on how well bursary applicants are aligned with our target audience.

We will be able to offer successful bursary candidates accommodation at one of the [University of Edinburgh's accommodations](#). Alternatively, we will be able to cover the costs of a hotel upon receiving evidence of expenditure and supporting receipts.

Travel costs for successful bursary candidates will be covered upon receiving evidence of expenditure and supporting receipts. Please note that available funds will not cover the travel for attendees joining from outside the UK and the mode of travel would have to adhere to the University of Edinburgh Sustainable Travel Policy:

<https://www.ed.ac.uk/sustainability/topics/travel/sustainable-travel-policy-2021>.

Each bursary will cover travel and accommodation costs for a combined total of **£510**. If you select the University accommodation option, we will cover travel costs up to **£200**.

6. Expectations for Participants

Participants are expected to attend in person at the University of Edinburgh for all days of the event (02-05 July 2024). 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 event, or if your institution is able to cover your travel and accommodation 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 the event and any bursary recipient who fails to attend the Summer School will have their bursary rescinded.

8. Cancellation by CDCS

Exceptionally, unforeseen circumstances may require us to cancel the DH&RSE Summer School. 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. Cancellation Policy

Thanks to the financial support of The Alan Turing Institute, 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 by email with as much notice as possible. This is so that the place can be given to an alternative applicant on the waiting list.

10. Code of Conduct

The host is committed to creating a friendly and respectful place for learning, teaching and contributing. All participants in our events and communications are expected to show respect and courtesy to others.

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

CDCS 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 the DH&RSE Summer School, participants indicate their acceptance of the procedures by which the DH&RSE Summer School 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 DH&RSE Summer School 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 DH&RSE Summer School event or on any DH&RSE Summer School 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 DH&RSE Summer School 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 event or platform.

Reporting a Potential Code of Conduct

If you believe someone violated the Code of Conduct during the DH&RSE Summer School please get in contact with any of the organisers or local support staff. Alternatively, you can send an email to CDCS@ed.ac.uk. If you prefer to remain anonymous you can submit a report through [this form](#).

9. Privacy/Data Protection

The personal data that you have supplied will be used for the purpose of administering the DH&RSE Summer School. All data will be processed and stored in accordance with the Data Protection Act 2018. Your data may be shared with the University of Edinburgh in accordance with our standard agreement, but will not be passed on to any other Third Party unless you separately agree, or unless CDCS is under a legal obligation to do so.