Digital Humanities
Research Software Engineering
Summer School 2023
Terms and Conditions

1. Introduction

Information about the Digital Humanities Research Software Engineering Summer School, hosted by Cambridge Digital Humanities (Mary Chester-Kadwell) in collaboration with The Alan Turing Institute; King's Digital Lab; and Centre for Data, Culture & Society (University of Edinburgh) is available on the event webpage. However, if you have any queries which aren't covered please contact
office@cdh.cam.ac.uk and we will be pleased to provide assistance.

2. Definitions

In these terms and conditions:
- "RSE Summer School" means the Digital Humanities Research Software Engineering Summer School, this year run by Cambridge Digital Humanities (CDH)
- "Applicant" means an individual who has submitted a booking form for the event
- "Participant" means an individual who has a confirmed place on a course ● "In writing" means by letter, email, or fax

3. Booking and payment procedure

All applicants should use the online booking form to apply for the RSE Summer School. On the form, they can specify whether they would like to attend the online Summer School only (24 and 25 July), which is free of charge, or the **online and in-person Summer School** (24 and 25 July online **and 2**7 and 28 July, in Cambridge), which costs £60 per person. Please note: participants attending in-person as well as online are responsible for booking their own transport, accommodation, and travel insurance (recommended).

Applicants will be informed in writing by email with the outcome of their application, and at the same time be sent information on how to make payment. Payment must be made within 10 days of being offered a place. If you do not pay for your place by the deadline, the offer will be automatically withdrawn and offered to someone else on the waiting list.

Payment should be made by debit or credit card via the University of Cambridge online booking system. More information will be provided in the offer email.

By paying for the RSE Summer School, participants are agreeing to the cancellation terms and conditions of booking.

4. Cancellation by CDH

On occasion, unforeseen circumstances may require us to cancel the RSE Summer School. In such circumstances we will give as much notice as possible and endeavour to organise another event date, or refund any fees paid, but no compensation will be paid for any additional costs incurred.

We strongly recommend that all participants for the in-person RSE Summer School workshops take out travel insurance to protect them in the event of a cancellation for any reason. Health insurance

is also recommended for participants coming from outside of the UK.

5. Cancellation and Refunds Policy
The following refund policy is applicable for the RSE Summer School:

- A full fee refund will be issued for cancellations received two weeks or more before the start of the course.
- Cancellations received between one and two weeks before the start of the course will receive a 50% refund.
- Cancellations less than one week before day one of the RSE Summer School and non-attendance will not receive any refund.

8. Code of Conduct
CDH endorses and implements the principles of the 'Alliance of Digital Humanities Organisations' (ADHO) Code of Conduct. All participants should be bound to the CDH Code of Conduct:

CDH organises events for the advancement of research and scholarship in the variety of disciplines and professions they represent. CDH works actively toward the creation of a more diverse, welcoming, and inclusive global community of digital humanities scholars and practitioners, and is therefore dedicated to the creation of a safe, respectful, and collegial conference experience for all attendees.

Open, critically engaged, and often challenging discourse is expected to flourish at CDH events. Participants are encouraged to respect and celebrate cultural and linguistic differences, and to be mindful of the international nature of our community in preparing presentations and engaging in conversation. There is no place at CDH events for harassment or intimidation based on race, religion, ethnicity, language, gender identity or expression, sexual orientation, physical or cognitive ability, age, appearance, or other group status. Unsolicited physical contact, unwelcome sexual attention, and bullying behaviour are likewise unacceptable.

Though we encourage participants to share their experiences and promote what they learn during the sessions, not all the content is available for sharing online. Before sharing any comment or interaction on social media, ask for permission of the teacher or the colleague who made those comments first.

The RSE Summer School organisers can be contacted via office@cdh.cam.ac.uk. In the event a participant has been made to feel unsafe or unwelcome at an event, they are always available to assist.

Please speak to us if you encounter an issue—whether related to a specific situation or to a more general aspect of the RSE Summer School group. The members of the Code of Conduct response team can be contacted in person or by email. The Code of Conduct response team is:

Mary Chester-Kadwell (mec31@cam.ac.uk) and Jonathan Blaney (jb2495@cam.ac.uk)

If the report is about both members of the Code of Conduct response team, you can write to Sarah

Williams, the CDH Programme Manager (sw587@cam.ac.uk).

9. Privacy/Data Protection

The personal data that you have supplied will be used for the purpose of administering the 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 Cambridge in accordance with our standard agreement, but will not be passed on to any other Third Party unless you separately agree, or unless CDH is under a legal obligation to do so.