

LEAH DLA Hub Training and Cohort Development Policy

The LEAH DLA Hub offers a responsive training and cohort development programme. To ensure that the programme makes the best use of the available resources while being accessible and inclusive, our programme will operate in accordance with the policy below.

Please contact leah-dla@kcl.ac.uk if you have any questions about our policy.

Eligibility

As a recipient of the Arts and Humanities Research Council, the LEAH DLA Hub has an obligation to prioritise LEAH DLA-funded students in the Hub training and cohort development programme. In practice, it means not all our events are open to everyone. More specifically:

- **Compulsory training and cohort development events**: These activities aim to build a community for LEAH DLA-funded students and provide them with an environment to develop their skills and communicate their research. Therefore, these events **are open to LEAH DLA-funded students only**. Examples include:
 - Induction or welcome events
 - Social events
 - LEAH DLA Hub Conferences
- **Hub training opportunities**: These activities are designed with LEAH DLA-funded students in mind but are often relevant to other Arts and Humanities doctoral researchers. For this reason, **LEAH DLA-funded students have priority booking**, and when there are places available, **other doctoral researchers** can register for these events a period after booking opens.
- **Student-led activities**: Activities organised with support of the LEAH DLA Hub funding are coordinated directly by the student organisers. In principle, **LEAH DLA-funded students have priority booking**, and organisers are encouraged to open up the activities to **other doctoral researchers**, where possible.

All the activities in our programme will have clear information on the booking page about who can book and when booking opens.

Expectations for attendees

To ensure that resources are not wasted, when you sign up for a training and development activity, we ask you to attend the entire event in full, arrive on time, and participate fully in the event. To ensure the effectiveness of training and development activities, if you know that you will not be able to attend at least 75% of a multi-session event, we ask you to kindly refrain from booking the event.

If your plan changes and you can no longer attend an activity, we expect you to cancel your booking as soon as reasonably possible, or email the organiser if it is too late to cancel.

If you fail to attend a booked session without prior notice or cancel your booking with less than 24-hours' notice without good reason more than 3 times in a row, we reserve the right to limit your access to LEAH hub resources. For LEAH DLA-funded students, this may include travel expenses for LEAH events and funds for student-led activities. For non-LEAH DLA-funded students, we may limit the training we open up to you.

If your circumstances mean that you are likely to need to regularly cancel event booking on short notice, please get in touch with us at leah-dla@kcl.ac.uk so that we can work out a solution with you.

Please do not use AI note-taker for online events in respect of the privacy of everyone present.

We want our training and cohort development activities to be as welcoming and inclusive as possible, and you can make a positive contribution to this goal. By booking our event, you agree to our [code of conduct](#).

Accessibility

We are committed to making our training and development activities accessible. To this end, we have in place the following measures in addition to our [Inclusive Training and Cohort Development Statement](#). **Please note that while we encourage organisers of student-led activities to consider the aspects below, they are not obliged to adopt the same policy for their events.** You are encouraged to contact the student organisers directly if you have any questions.

Travelling to our events

LEAH DLA-funded students can claim for funding to cover their travel expenses if they travel to the Hub-organised activities (including student-led activities) that take place outside of the city where their home institution is. Please see the [policy details](#) to find out more about the process.

Unfortunately, we cannot cover expenses for students not funded by LEAH DLA.

Resources for live events

As a principle, for **all in-person and online activities** organised by the Hub, sections that are predominantly lecture-based will be recorded and made available to those who attended the session and those who need to cancel their booking due to unexpected circumstances (e.g., illness, caring responsibilities, etc.). Sections that are interactive (e.g., group or breakout discussions) will not be recorded so that attendees can have a safe and confidential space. Occasionally, decisions might be made to make the recording available to all LEAH DLA-funded students.

Exceptionally, when the event facilitator does not consent to having their content being recorded, or when the in-person venue does not have the right technology, the activity will not be recorded.

For all Hub-organised activities, and especially those that will not be recorded, we will provide slides and information on additional resources to attendees and those who need to cancel their booking due to unexpected circumstances.

All the activities in our programme will have clear information on the booking page about what resources will be made available and to whom.

Expected experience

To help you feel more comfortable at our training and development activities, we will provide clear information on the event listing on what you can expect during the session, including the level of interactivity, whether there will be break-out discussions, and for online events, whether attendees are expected to turn on their camera and/or microphone.

Where possible, we will share the slides used during the session in advance so that you are better prepared.