

**TechUP**

Faculty of Science
MountJoy Centre
Upper Mountjoy Campus
Durham University
Stockton Road, Durham
DH1 3LE

info@techup.ac.uk

Dear Applicant,

On behalf of TechUPWomen, Durham University, we are pleased to formally offer you a place on intake 2 of Artificial Intelligence: Foundations for Practice and Research programme.

The programme runs for 8 weeks, from week commencing 28th September 2026.

Programme Delivery

The Artificial Intelligence: Foundations for Practice and Research programme will consist of a comprehensive curriculum of technical training delivered by a TechUP tutor. To reap the maximum benefits from the Programme, it is important that you commit to participate fully by attending sessions and by completing all the guided activity.

Training will be delivered online including the following:

- Online tutor sessions
- Independent Learning
- Optional group mentoring

All live taught sessions will be recorded for those unable to attend to allow maximum flexibility around pre-existing commitments; however, we strongly recommend you attend live sessions where possible as this enables you to better engage with the programme, your tutor and other learners.

You have been assigned to **tutor group 2C**, which will run on **Thursdays, 7pm – 9pm**

Programme modules

Week One 01/10/2026	Introduction and AI Concepts - Course introduction - Foundations, definitions and historical context
Week Two 08/10/2026	Ethics, Bias & Responsible AI - Algorithmic bias, privacy, fairness, transparency and accountability - Regulatory Frameworks
Week Three 15/10/2026	Machine Learning Part 1 - Data Literacy & AI Foundations. - Structured vs unstructured, data collection, cleaning, and labelling. - Supervised vs unsupervised learning, classification, regression. - Using data sets with no code tools. - Developing a data set.
Week Four 22/10/2026	Machine Learning Part 2 - Data Literacy & AI Foundations. - Structured vs unstructured, data collection, cleaning, and labelling. - Supervised vs unsupervised learning, classification, regression. - Using data sets with no code tools. Developing a data set.
29/10/2026	No teaching
Week Five 05/11/2026	AI in Interdisciplinary Contexts - Applications of AI in arts, humanities, social sciences, business, health - Meet current EPSRC doctoral students.
Week Six 12/11/2026	Creative AI & Generative Tools - Generative AI (text, image, music), prompt engineering, creativity with AI, model/tool evaluation, prompt engineering frameworks.
Week Seven 19/11/2026	Career Pathways & research focus - AI careers, - AI research options
Week Eight 26/11/2026	Showcase & Reflection - Review of learning - Optional student-led presentations of mini-projects - Feedback - Next steps planning.

Notes:

1. The curriculum and programme modules listed above reflect our current plans for delivery. Occasionally, we may make changes to reflect developments in the subject area, staff availability, or learner feedback. Any such changes will be communicated to you in advance and confirmed in your Programme Welcome Pack.
2. There will be no teaching WC 26/10/2026

Privacy Policies and Sharing of Data

This Artificial Intelligence: Foundations for Practice and Research programme delivered by TechUPWomen is subject to the [TechUP Privacy Policy](#). This is because TechUP stores the personal data that is necessary to administer, deliver and evaluate the programme. Please ensure that you have read this policy and consent to the recording and sharing of your data in line with the stated policy and purposes.

By completing and signing your registration form you agree to the recording and sharing of your data in line with these policies.

Code of Conduct

When you join the Artificial Intelligence: Foundations for Practice and Research programme delivered by TechUPTraining, you become part of our community, and we, in turn, become part of yours. We all need to work to support each other, to behave appropriately and with consideration to uphold the values of this programme.

We ask that learners agree to the following:

- Hold themselves to the highest possible standards;
- Conduct themselves with integrity and dignity in all matters, including in their training;
- Demonstrate high standards of personal conduct in their interactions with the programme;
- Respect diversity, the promotion of equal opportunity for all, and treat all members of the programme community with respect, refraining from harassment, discrimination, or bullying;
- Engage with their studies to the very best of their abilities, both as an independent learner and as part of the learning community;
- Respect freedom of expression.

By completing and signing your registration form, you are agreeing to this Code of Conduct.

Photography and Videography

As part of the delivery of the Programme we may collect images and recordings for promotional purposes, including use on social media.

The registration form includes the option to confirm if you consent to your image being used for this purpose.

The Programme is committed to processing information in accordance with the UK General Data Protection Regulation (UK GDPR). The personal data collected on this form will be held securely and will only be used for administrative purposes and as outlined below.

Your rights

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required. You can ask us to stop using your images at any time, in which case it will not be used in future publications but may continue to appear in publications already in circulation.

You have the right to lodge a complaint against the Programme regarding data protection issues with the Information Commissioner's Office.

Conditions of use

1. We will not include details or full names (which means first name and surname) of any person and/or business in an image, on video, on our website, or in printed publications, without good reason. We may include the name of a participant, for example in a testimonial, if we have your additional consent.
2. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video or on our website or in printed publications (without your additional consent).
3. We may use group images with very general labels, such as “a Click Start session”.

Course Fees

Please note that this course is **free of charge** and the “Fee” specified in the Standard Terms and Conditions section below is £0.

Acceptance of offer

This offer is subject to completion and submission of the following documentation via the TechUPWomen Registration Form:

- Electronic signature accepting the learner agreement (which for the avoidance of doubt includes the Standard Terms and Conditions below)
- Electronic signature accepting the Code of Conduct
- Optional electronic consent for photography and videography

Standard Terms and Conditions for TechUPWomen courses

Please read these terms and conditions carefully before accepting a place on the Course. The University recommends you keep a copy for your records.

This Agreement is made between the University of Durham whose registered address is at The Palatine Centre, Stockton Road, Durham, DH1 3LE (“the University”) and you, the individual detailed in your course offer letter (the “Offer”). For the purposes of the Contract, the aforesaid organisations/individuals may be referred to individually as a ‘Party’ and collectively as the ‘Parties’

In accepting the Offer to participate in the Artificial Intelligence: Foundations for Practice and Research programme by TechUPTraining (the “Course”) provided by the University and TechUP, you agree to abide and be bound by the following terms and conditions:

1. Course registration

- 1.1 The details of the Course to be provided by the University will be as detailed in the Offer. The Offer together with these Terms and Conditions form the entire agreement between the Parties for the Course (hereinafter the “Contract”). In the event there is a conflict between these Terms and Conditions and the content of the Offer, the content of the Offer shall prevail.
- 1.2 The Offer sets out details regarding the Course and any applicable charges payable for the Course (the “Fee”).
- 1.3 Any fees charged by your debit or credit card provider in connection with your payment of the Fee are for your own account and the University shall not be responsible for these.

2. Provision of the Course

- 2.1 Subject to the provisions of Clause 2.2 below, in consideration of payment of the Fee, the University agrees to provide the Course to you as detailed in the Offer.
- 2.2 You understand and acknowledge that you will participate on the Course as part of a larger group of individual delegates to whom the Course shall be delivered.
- 2.3 Copyright and all intellectual property in Course Materials provided to you by the University for use on the Course shall at all times remain the exclusive property of the University. No copying or sharing of Course Materials is permitted for any reason without the express written permission of the University.
- 2.4 The University warrants that the Course shall be delivered to you by appropriately qualified and trained personnel with reasonable skill, care and diligence.
- 2.5 You understand and acknowledge that courses provided by the University are designed for students with differing levels of ability. It shall be your responsibility to ensure the Course you have chosen is suitable for your ability.
- 2.6 In the event that following commencement of your Course, you determine that you wish to transfer your Course place to participate on an alternative course provided by the University under the TechUP programme; you should submit such a request in writing by email to the TechUP team at info@techup.ac.uk. The TechUP team shall consider any such request, and shall notify you if your request for transfer has been granted. You understand and agree that the University is under no obligation to transfer your place to an alternative course, and all requests shall be considered on a case-by-case basis and shall be dependent upon the availability of places on the particular alternative course as well as the requirements for that course.
- 2.7 You understand that attendance at all classes is important in order for you to gain the full learning benefit from the Course. In the event that you are unable to attend any of the classes for any reason, the TechUP team should be promptly notified in writing by email sent to info@techup.ac.uk. No refund of the Fee, or any part thereof for any classes for which you may be absent, will be made for any reason.

3. Provision of the Course, Your Withdrawal, and Refunds

- 3.1 You are entitled to withdraw from the Course at any time by written notice to the University, however, no part of your Fee shall be refundable by the University unless notice of such withdrawal is received by the University at least one (1) week prior to the commencement date of the Course. Refunds shall be payable by the University as follows:

- 3.1.1 Where notice of withdrawal is received by the University a minimum of one (1) week prior to the commencement date of the Course, a full refund shall be given by the University;
- 3.1.2 Refunds are not normally paid after the beginning of a course except in the case of an academic clash (compulsory component of a Durham University degree course). Clashes with extra-curricular activities, sports or societies cannot be considered. Requests due to exceptional circumstances must be made in writing by email sent to the TechUP team at info@techup.ac.uk and must be related to reasons beyond your control and supported by written evidence. These requests will be considered at the discretion of the TechUP team.

4. Cancellation of the Course by the University

- 4.1 You understand and acknowledge that the Course shall only be provided by the University where the University's minimum quota of delegates is met for that particular Course. In the event that an insufficient number of delegates register for the Course, the Course may be withdrawn by the University at any time by written notice to delegates. In the event that the Course is cancelled by the University due to an insufficient number of registered delegates, the University agrees to provide you with a full refund of your Fee.
- 4.2 The University accepts no liability for any failure or delay in performance under this Contract including for cancellation or rescheduling of classes on the Course to the extent said failures or delays are proximately caused by causes beyond the University's reasonable control and occurring without its fault or negligence, including, without limitation, absence of course Deliverers, failure of suppliers, subcontractors, and carriers, or party to substantially meet its performance obligations under this Agreement, Acts of God, Government restrictions, wars, insurrections, fire, flood, failure of utilities, and/or any other cause beyond the reasonable control of the University.
- 4.3 In the event that any of the classes forming part of the Course are cancelled under the provisions of clause 4.2 above, the University shall use reasonable endeavours to find a mutually agreeable time to re-schedule any cancelled class, however, in the event that this is not possible, no refund of the Fee or any part thereof shall be payable in compensation for such cancellation.

5. Liability

- 5.1 No liability or responsibility is accepted by the University for the safety of or damage to or loss of any personal property belonging to you, except to the extent that such liability may result from the University's negligence.
- 5.2 Save insofar as such liability may not be lawfully excluded, the University shall have no liability or obligation under the Contract or otherwise arising out of or connected with the performance of the Contract (including, but not limited to, loss, damage or delay of any nature whatsoever or howsoever caused whether direct or indirect or consequential and whether or not caused by the negligence of the University, its employees, agents or sub-contractors) save as expressly provided in the Contract and, save as aforesaid, all warranties, terms, obligations or duties, express or implied by statute, common law or otherwise in relation to the Contract or any term or terms thereof or its or their performance are hereby excluded.
- 5.3 To the extent permitted by law, the total liability of the University under the Contract or otherwise (whether or not caused by the negligence of the University, its employees, agents or sub-contractors) arising out of or in connection with the performance or purported performance of or failure in the performance of the Contract shall not exceed the total Fee payable by you to the University under the provisions of Clause 1 herein. To the extent permitted by law, the University expressly excludes liability for indirect or consequential loss or damage for loss of profit or goodwill which may arise out of or in connection with the performance or purported performance of or failure in the performance of the Contract.
- 5.4 Nothing in this Contract shall exclude or limit University's liability for (i) death or personal injury caused by negligence, (ii) fraudulent misrepresentation or (iii) any other matter which under English law may not be limited or excluded.
- 5.5 No claim may be brought against the University more than six (6) months after the last date on which the Course concerned has finished or ceased to be provided to you by us.

6. Data Protection

- 6.1 The University will use the personal information you provide us to deliver the Course to you and to process your payment of the Fee.
- 6.2 Your personal information will be processed in line with the applicable Data Protection Legislation and in accordance with our privacy policy which is hereby incorporated into this Agreement. Our privacy policy can be accessed online via the following link [Privacy Policy - TechUP](#) , or provided on request.
- 6.3 The applicable "Data Protection Legislation" means the Data Protection Act 2018 and any other law applicable to the UK relating to the protection of personal data and the privacy of

individuals, including where applicable guidance and codes of practice issued by the Information Commissioner.

7. General

- 7.1 The rights and remedies of the University expressed in these Terms and Conditions shall be in addition and without prejudice to any other rights or remedies which may be available to the University at common law or under statute.
- 7.2 All registrations accepted by the University in connection with the Course are subject to the Contract. The Contract supersedes all prior representations by the University or any of its employees and overrides any other terms and conditions stipulated or incorporated or referred to by you in any negotiations. The Contract, which includes these Terms and Conditions, are the only terms and conditions upon which the University agrees to perform the Contract, unless otherwise expressly agreed in writing and signed by the University.
- 7.3 No modification or alteration of the Contract shall be enforceable, save as otherwise provided in these Terms and Conditions, unless agreed in writing and signed by the University and you.
- 7.4 No waiver or delay on the part of the University to exercise any right or remedy available to it, in terms of the Contract or otherwise shall operate as a waiver of that or any other right or remedy nor shall any partial exercise preclude any other further exercise of that or any other right or remedy.
- 7.5 Any waiver by the University of any breach by you is not a waiver of any subsequent breach.
- 7.6 The Contract does not create, confer or purport to confer any benefit or right enforceable by any person not a party to it by virtue of the Contracts (Rights of Third Parties) Act 1999.
- 7.7 Should any provision of the Contract be found by any competent authority to be invalid, unenforceable or unreasonable, it shall be severed from the remainder of the Contract which shall continue in full force and effect.
- 7.8 The Contract is personal to you who shall not be entitled to assign or transfer in whole or part the benefit and/or the burden thereof without the University's prior written consent.
- 7.9 All notices to be given by either Party to the other under the Contract shall be validly served only in writing and delivered personally or sent by first class prepaid post or email to the respective addresses (or email addresses) as the relevant party has notified for such purpose. In the case of posting, notices shall be deemed to have been properly served on the second day after the date of posting and in the case of email shall, in the absence of an unsuccessful delivery notification, be deemed to have been properly served at 9.00am GMT the next working day after sending.

Notices sent to the University shall be sent to: the TechUP team at info@techup.ac.uk.

7.10 The Contract shall not constitute and shall not be deemed to constitute any relationship of partnership or agency between the University and you.

7.11 The Contract shall be governed by and construed in all respects in accordance with the laws of England. The University and you hereby submit to the exclusive jurisdiction of the English courts.