



Cardiff
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5 Weeks (10 hours) HCAI Digital Literacy Course

Participant Instructions and Code of Conduct



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1. Course completion and digital badge

To receive the HerHCAI Participant Digital Badge, you must:

- Attend all five weekly sessions.
- Complete the attendance form each week.
- Complete all weekly assessments.

Attendance will be recorded during the last ten minutes of each weekly session. Please remain in the session until the end so that your attendance is recorded.

Session recordings will be available on our YouTube page for you to watch again or catch up on missed content. However, watching a recording will not replace attendance. You must attend the live weekly sessions to receive the Participant Digital Badge.

2. Optional surveys

You may be invited to complete surveys at different times during the course. Taking part in these surveys is optional, but your responses will help us evaluate and improve the HerHCAI programme.

3. Optional 10 credit assessment

Participants who successfully complete the five-week course will later be invited to complete the assessment for the optional 10 academic credits.

The invitation may not be sent immediately after the course. Please continue checking your email for further information from the HerHCAI team.

4. One day mentoring session

You will also be invited to a one-day mentoring session with experts. They will share their experiences, discuss opportunities in AI and provide guidance on how you can begin or develop your journey in the AI field.

More information about the mentoring session and other HerHCAI opportunities will be shared later.



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5. Updates and announcements

We will regularly update the HerHCAI website and social media pages with information about the course, mentoring, events and other opportunities.

Please follow our different social media pages and check the website regularly so that you do not miss important announcements.

6. Code of conduct

We want the HerHCAI course to provide a safe, respectful and welcoming space for everyone.

All participants must:

- Communicate respectfully with other participants and members of the course team.
- Avoid offensive, inappropriate or disrespectful comments.
- Follow instructions from the course team.
- Use the chat and Q&A areas responsibly.
- Respect different views, experiences and backgrounds.
- Avoid sharing unrelated messages, advertisements or inappropriate links.

Anyone who posts inappropriate comments or behaves disrespectfully towards participants or members of the course team may be removed from the course.

7. Contacting the team

If you have any questions, please email:

herhcaiproject@cardiffmet.ac.uk

We receive many messages, so please allow the team enough time to respond. Please avoid sending the same message repeatedly, as this may delay our response.