



# The CLAAS UK Scholarship Application Information 2022/23

## Who can apply?

The **CLAAS UK** Scholarship is open **all Year 2 Engineering students studying at HAU** and who are due to go on placement in Year 3.

*Language skills are advantageous but not essential, conversational German would be helpful.*

## Opportunities

CLAAS UK may select **one student** and if awarded the successful recipient will receive:

- A significant contribution towards their education of **£3,000** in the year prior to placement
- Employment with CLAAS Harsewinkel during their placement year (**please note: it is an essential requirement that the placement year will be spent in Germany**)
- Subject to review at the end of placement there may be an opportunity of further funding in the scholar's final academic year/years. There may also be opportunities for employment with CLAAS UK during the vacation periods

## Payment during placement year:

- 800 EUROS (net) per month at CLAAS Harsewinkel
- Accommodation paid by CLAAS Harsewinkel
- One return flight paid by CLAAS UK

The award will be paid in two equal parts; half to be paid in February 2023 and the remaining balance in May 2023.

Payment is conditional on the scholar remaining registered as a full-time student at Harper Adams. They must pass all modules of study during the continuation of the scholarship and submit at least one written report to the Development Trust prior to the receipt of their second payment. A condition of your scholarship is that you undertake your placement year with CLAAS Harsewinkel.

This is a competitive award which will be evaluated on merit of the submitted application, along with academic achievements to date and interview. The Development Trust embraces diversity and promotes equality of opportunity and access to higher education. The Trust has been successful in supporting a wide range of students. It strongly encourages applications from students of all backgrounds. Where there are two applicants of equal merit, preference will be given to applicants who are from backgrounds that are underrepresented in UK higher education. The decision of the CLAAS Scholarship Panel is **FINAL** and they reserve the right to withdraw the award at any time should they feel this action is required.

*Shortlisted applicants are required to attend a panel interview at Harper Adams University in December 2022, date to be confirmed*

Please note that an alternative interview date **cannot** be arranged.



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## Application Process

Your application must include the following 3 documents, which will need to be saved in PDF format:

1. **Consent Form** – this must be completed and signed to show that you have read and understood the Privacy & Data Protection Notice
2. **A covering letter**, which should be no more than 2 pages and should include the following information
  - Why you are interested in applying for the CLAAS UK Scholarship
  - Why you have selected to study your chosen course
  - What your career plans are upon graduation
  - Detail academic performance to date
3. **Full CV** – no more than 2 pages

### How to submit your application:

- 1) Visit the Student Dashboard at <http://harper.ac.uk/dashboard>
- 2) Log in with your usual network ID and password
- 3) Click on the **Placements** box
- 4) Click on the **Placements with Scholarships** box
- 5) Select the placement you're interested in and click the **Start Application** button
- 6) Follow the on screen instructions to complete your application

**Deadline for Submission of Application: 12PM NOON FRIDAY 25 NOVEMBER 2022**

Please note that you **MUST** submit your application via the above website  
Paper copies will not be accepted



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## **Privacy and Data Protection Notice**

### **How your personal information will be used:**

As part of your application Harper Adams University will process your personal data as it is necessary for the performance of a task carried out in the public interest (the provision of educational scholarship programmes) or in the exercise of official authority vested in Harper Adams University as data controller.

Personal information that you supply to Harper Adams University may be used for the following purposes:

- To administer your studies and record academic achievements
- To assess and process your scholarship application
- To publicise your scholarship
- To administer communication between you and your sponsor(s)
- To assist in pastoral, welfare or additional needs services
- To administer the financial aspects of your scholarship
- To monitor equalities procedures and compliance
- To manage quality and effectiveness of provision including external audits
- For careers advice and alumni relations including fundraising

We may share your information with other departments in the University to carry out the purposes listed above. We will also share your personal data with the scholarship provider/sponsor; in this case for the purposes listed above.

Your personal information may be shared with third parties with your consent, where disclosure without your consent is required or permitted by law or where the University instructs or works with a third party for the purposes listed above. Your information will not be shared externally for marketing purposes.

The University may use automated profiling of personal information for the purposes of improving services, enriching your experience with the University or signposting events and activities that may be of interest.

Your personal information will be retained by the University for the period specified in the [Records Retention Guidelines](#). You have the right to access your personal information (in a format that is usable to you for other purposes), correct inaccurate or incomplete information or request that your personal data be deleted or processing restricted.

For further information about how your data is used by the University, please view the [Data Protection Policy](#) and [Layered Notice](#). The complaints procedure for Data Protection and Freedom of Information can also be found [on the University website](#) or contact the Data Protection Officer on [dpo@harper-adams.ac.uk](mailto:dpo@harper-adams.ac.uk). [The complaints procedure also sets out your right to lodge a complaint with the Information Commissioner.](#)