



## **Butchers' and Drovers' Charitable Institution Undergraduate Bursary Application Information 2023-24**

The Butchers and Drovers Bursary is open to all first and second year students (*in the 2022-23 academic year*) on a BSc or FdSc Course and enrolled in full-time education at Harper Adams University. You must be able to demonstrate a relevance to the meat and livestock industry either within your chosen area of study or future career plans.

It should be noted that preference will be given for those candidates who have family or employment links with the meat and livestock industry or who have an intention of seeking employment in the industry.

The successful scholarship recipient(s) will each receive **a payment of up to £5,000 for the awarding academic year and for each of the remaining academic years of full-time study at HAU (excluding placement years)**. For example, if you are successful and you are currently a second year BSc student, then you would receive funds in 2024/25, your final academic year, as 2023/24 is your placement year and is therefore not an academic year. The award will be paid in two equal parts; half to be paid in February and the remaining balance in May of the awarding year(s).

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 a letter of thanks for the sponsor to the Development Trust prior to the receipt of each payment.

This is a competitive award which will be evaluated on merit of the submitted application, 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 BDCI Bursary Panel is **FINAL** and they reserve the right to withdraw their award at any time should they feel this action is required.

Shortlisted applicants will be required to attend an interview at Harper Adams University on **22 June 2023**. You will find out by email on 14 June if you have been shortlisted for interview.

### **Application Process:**

Your application must include the following four documents, which should be saved in PDF format, named 1 Consent Form, 2 Covering Letter, 3 CV, 4 Finance, and emailed to [DevelopmentTrust@harper-adams.ac.uk](mailto:DevelopmentTrust@harper-adams.ac.uk) **by 12pm noon on Tuesday 30 May 2023**. Email subject: BDCI Bursary

- 1. A covering letter** of no more than two pages, addressed to Mrs Doris Taylor, explaining why you would be interested in receiving the BDCI Bursary and including information on:
  - Why you have selected to study your chosen course
  - The relevance of your course to the meat and livestock industry
  - What family or other connections you have to the meat and livestock industry
  - Why the receipt of this award would make a difference to you
  - The significance your chosen course of study will have to the future of the meat and livestock industry
- 2. CV** - maximum of two pages.
- 3. Consent Form** – this must be completed and signed (you can type your name and this will be accepted as an electronic signature) to show that you have read and understood the Privacy & Data Protection Notice
- 4. Finance Form** – you need to complete and return this document

**Application Deadline: 12:00pm Noon Tuesday 30 May 2023**

Please email your letter, cv and consent form to [developmenttrust@harper-adams.ac.uk](mailto:developmenttrust@harper-adams.ac.uk)



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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.](#)