



The Norfolk FWAG Scholarship Application Information 2023/24

Who can apply?

Norfolk FWAG is the Farming & Wildlife Advisory Group for Norfolk. The Norfolk FWAG Scholarship is open to all **2nd year BSc** students at Harper Adams University who are looking for a career in the farming and wildlife advisory sector. A placement year with Norfolk FWAG must be suitable for your course area.

Opportunities

If awarded the successful recipient will receive:

- A significant contribution towards their education of **£4,500**
- Employment with Norfolk FWAG during their placement year
- Subject to a review at the end of placement with Norfolk FWAG there may be an opportunity of further funding in the scholar's final academic year

The award will be paid in two equal parts; half to be paid in February 2024 and the remaining balance in May 2024.

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. A condition of your scholarship is that you undertake your placement year with Norfolk FWAG.

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

Application Process

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

1. **A covering letter**, which should be no more than 2 pages and should include the following information
 - Why you have selected to study your chosen course



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- Why you are interested in this sector
 - Why ultimately you are interested in a career with Norfolk FWAG
2. **Full CV** – no more than 2 pages
 3. **Consent Form** – this must be completed and signed to show that you have read and understood the Privacy & Data Protection Notice

Recruitment Process

Norfolk FWAG will contact all applicants directly regarding the status of their application. All applications will be automatically be sent directly to Norfolk FWAG when you submit your application as below.

The Development Trust administers the scholarship attached to the placement role and we will be in touch with the successful candidate once Norfolk FWAG has completed the recruitment process.

Please note - you may ONLY apply for a maximum of 3 placement based scholarships

Should your application be successful you will be required to decide whether or not to accept the scholarship offered in 24 hours; failure to do so in the designated time period may result in the offer being withdrawn by the sponsor.

How to submit your application:

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

Deadline for Submission of Application: 12:00 noon – Monday 20 November 2023

Please note that you **MUST** submit your application via the website as described above

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. [The complaints procedure also sets out your right to lodge a complaint with the Information Commissioner.](#)