



The Mays-Smith Scholarship Application Information 2024/25

Who can apply?

The Mays-Smith Scholarship is open to all full-time **Year 2 and Year 4 BSc/BEng/MEng and Year 3 FdSc** students at Harper Adams University, **whose permanent home is in Berkshire**.

The address provided must be one that you have resided at for at least the last three years.

Important - Please note: records will be verified with those previously given to the University.

Opportunities

If awarded, the successful recipient(s) will receive a one-off payment up to the value of **£2,000**.

The award will be paid in two equal parts; half to be paid in February 2025 and the remaining balance in May 2025. Payment is conditional on the scholar(s) remaining registered as a full-time student at Harper Adams University. 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 the 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 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 three documents, which should be saved in PDF format, named 1. Consent Form, 2. Covering Letter and 3. CV and emailed to DevelopmentTrust@harper-adams.ac.uk by 12 noon on **Friday 13 December 2024**. Email subject: **Mays-Smith Scholarship**

1. **Consent Form** – this must be completed and signed to show that you have read and understood the Privacy & Data Protection Notice



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2. **Covering letter** of no more than two pages, addressed to Mrs Doris Taylor and including the following information
 - Please explain why you would be interested in receiving the Mays-Smith Scholarship;
 - Why you have selected to study your chosen course;
 - Why the receipt of this award would make a difference to you;
 - Discuss the future relevance your chosen direction of study will have on/to the rural economy.

3. **CV** – no more than 2 pages

Application Deadline: 12 Noon Friday 13 December 2024

Shortlisted applicants are required to attend a panel interview on **Tuesday 28 January 2025**. (Please note that an alternative interview date cannot be arranged).



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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.