**Office for Students Funded Scholarship Application Form for** **Postgraduate Conversion Course in Artificial Intelligence & Data Science Guidance Notes and Terms and Conditions 2024/2025**

Please ensure you read all the guidance notes and terms and conditions below **BEFORE** completing an application form to make sure you are eligible to apply.

Application deadline: **Sunday 2nd June 2024**

# Background Information

The OfS, in partnership with the Department for Innovation, Science and Technology (DSIT, formerly the Department for Digital, Culture, Media and Sport), have agreed to provide funding to deliver scholarships, worth £10,000 each to eligible students, as part of the AI and data science postgraduate conversion course scholarship programme in the 2024-25 academic year.

The investment in the AI and data science postgraduate conversion course scholarship programme aims to:

* increase the diversity of people entering the UK AI and data science workforce;
* increase industry support to diversify the UK AI and data science workforce; and
* increase the supply of digitally skilled workers by converting graduates who did not study a STEM undergraduate degree.

More information can be found on the Office for Students website.

# Eligibility criteria and the selection process

Successful applicants will be provided with a £10,000 scholarship which will be paid in instalments, one per semester of the course (three full-time and six part-time).

If you wish to be considered for a scholarship, you MUST:

* Have a current application for the MSc Data Science or MSc Artificial Intelligence & Human Factors starting in September 2024 at Coventry University;
* Be self-funding your degree, and not in receipt of any other scholarship or sponsorship

(this does not include loans, including a Postgraduate Master’s Loan);

* Apply for the scholarship before the posted deadline;
* meet at least one of the below underrepresented groups eligibility criteria set out in the table below (with priority being given to the first four groups);
* Meet the nationality or residency status eligibility criteria set out below; and
* Provide evidence as requested in order to support your application.

The scholarship will only be awarded to eligible students who enrol on the Coventry University MSc in Data Science or MSc Artificial Intelligence & Human Factors starting in September 2024 at Coventry University but this scholarship must be applied for separately.

Pleased ensure that you meet at least one of the below eligibility criteria and can provide evidence if requested. Note that priority will be given to the first four groups.

**Eligibility Criteria:**

**Underrepresented groups**

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| a) | Female | Applicants who are ‘female or identify as female’ gender.    The Office for National Statistics describes female gender as “a social construction relating to behaviours and attributes based on a label of femininity. Gender identity is a personal, internal perception of oneself and so the gender category someone identifies with may not match the sex they were assigned at birth where an individual may  see themselves as a woman.” |
| b) | Black students | 1. - Black or Black British - Caribbean 2. - Black or Black British - African   29 - Other Black background   1. - Mixed - White and Black Caribbean 2. - Mixed - White and Black African   In line with the HESA student ethnicity codes 2018/19: [www.hesa.ac.uk/collection/c18051/a/ethnic](http://www.hesa.ac.uk/collection/c18051/a/ethnic) |
| c) | Students registered disabled | You are disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.    ‘Substantial’ is more than minor or trivial, e.g. it takes much longer than it usually would to complete a daily task like getting dressed.    ‘Long-term’ means 12 months or more, e.g.  a breathing condition that develops as a result of a lung infection.    There are special rules about recurring or fluctuating conditions, e.g. arthritis. |
| d) | Students from low socioeconomic background | From indices of deprivation decile 1 to 4\*  Check to see if your area is in indices of deprivation decile 1 to 4.    <https://imd-by-postcode.opendatacommunities.org/>  \*Please enter your postcode and download the spreadsheet, the indices of deprivation will be in column F.  In addition provide evidence that student is from a low household income (HHI) below £25,000. |

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| e) | Care experienced students | A care experienced person is someone who has spent time in care during their childhood.  <https://codingmanual.hesa.ac.uk/21056/EntryProfile/field/CARELEAVER> | |
| f) | Estranged students | An irreconcilably estranged person is someone who has not had any verbal or written contact with their parents for a significant period of time, and this is unlikely to change. This can include your biological or adoptive parents, or your only living parent. A significant period of time is usually considered to be twelve months or longer, but this can also depend on your circumstances.  <https://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/effective-practice/estranged-students/> | |
| g) | Gypsy, Roma, Traveller students | The term Gypsy, Roma and Traveller encompasses a wide range of individuals who may be defined in relation to their ethnicity, heritage, way of life and how they self-identify. This may include:     * English or Welsh Romany Gypsies * European Roma * Irish Travellers * Scottish Gypsy Travellers * show people such as people linked with fairground or circus professions * people living on barges or other boats * people living in settled (bricks and mortar) accommodation * New Age Travellers | |
| h) | Refugees | The definition of a Refugee as defined on the UKCISA website is:     1. you must be ordinarily resident in   England on the first day of the first academic year of your course; and     1. you must:   • have been recognised as a refugee by the UK Government and have remained ordinarily resident in the UK and Islands since then; | |
|  |  | Or | be the spouse/ civil partner of such a refugee and have been in that relationship on the date on which he/she made his/her application for asylum; |
|  |  | Or | be the child of such a refugee, or the child of such a refugee's spouse /civil partner, and be able to show that on the date that refugee made his/her application for asylum, you were:  o under 18 years of age; and  o the refugee was your parent, or your parent's spouse / civil partner |
| i) | Child from UK Military family | From a military family, where immediate family member (partner, child, sibling). | |
| j) | veterans or partner of UK Military personnel | is or was part of the UK military/ military personnel/a veteran. | |

**Nationality or residency status**

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| Funding for scholarships aims to address skills gaps and increase diversity in the UK AI and data science workforce. Therefore, to be eligible for scholarship funding students must meet the nationality or residency status criteria to qualify for a postgraduate masters’ loan. See <https://www.gov.uk/masters-loan/eligibility> |

Applicants who do not meet any of the underrepresented group criteria or do not meet the nationality or residency status criteria above will not be considered for a scholarship.

If you have any questions about eligibility for a scholarship please contact pgconversion@coventry.ac.uk

# How to apply

* The student should read the guidance notes fully before completing the scholarship application form
* All questions on the form **must** be answered
* Incomplete forms will be disregarded
* All forms must be signed and dated (electronically signed forms will be acceptable)
* Applications submitted after the deadline date will not be accepted
* Submit your application form to pgconversion@coventry.ac.uk

# Completing the application form

***Section One: Personal details.***

Please complete the personal information section of the form – we need this information to contact you about your application.

***Section Two: Criteria Eligibility***

Scholarships are aimed specifically at supporting graduates from underrepresented groups in the Artificial Intelligence and Data Science fields to address skills gaps and increase diversity in the UK AI and data science workforce as stated by the Office for Students. Hence, the information you provide us with in this section will help us in establishing your eligibility for the scholarship. Please note that this section is an important part of the selection process. Please be sure to tick the box(es) that best describes your situation and that you can provide the necessary proof if requested.

***Section Three: Course Details***

Please enter the title of the course you are applying for.

***Section Four: Personal Statement***

When answering the questions in the personal statement section of the form please consider the following. In making a judgement about your application, the selection panel will base their assessment on:

* Your personal and family circumstances and the barriers that you have faced in continuing your education - with particular reference to the underrepresented group(s) you belong to.

* Your ambitions for the future, why you have chosen to study this course and how the scholarship will help you to achieve your ambitions.

Your application for the scholarship is completely confidential and the selection panel will only be able to take into account information that you provide on your application form. Whilst the selection panel do need some details of personal circumstances, with particular reference to the underrepresented group(s) you belong to, please note that we do not need to know about the circumstances that led to you being included in particular groups if you do not wish to provide this information (although it may help in some circumstances). Please also note that, as the scholarship is funded by the OfS, anonymised data may be supplied to OfS for accountability purposes.

The supporting statement should be no more than 500 words. Please make sure to adhere to this limit.

# Data Protection

We will process any personal data supplied to us in accordance with the General Data Protection Regulation (GDPR) 2016 as retained by the UK following the Brexit transition period (UK GDPR), and the Data Protection Act 2018.

As part of your application you are required to confirm which of the criteria apply to you. In doing so you may disclose to us special category personal data, for example you may declare your ethnic origin or a health condition. We process that special category data under Article 6 UK GDPR on the basis of our public task, and under Article 9 UK GDPR on the basis of Substantial

Public Interest – the exercise of a function of a governmental department, in this case Department for Innovation, Science and Technology to ensure more diversity in data science and AI specialists in the UK workforce.

If you are currently enrolled in a course at Coventry University, you can find more information on the processing of your data in the [Students Privacy Notice.](https://livecoventryac.sharepoint.com/:w:/s/externalstudentdocuments/EVYG51OxtXhGlTKeqvtp7vsBg4K8zab596rV9AwYKFShjA?e=zjNB94) If you are applying to the course alongside this application, you can find this information in the [Prospective Students and Applicants Privacy Notice.](https://livecoventryac.sharepoint.com/:w:/s/externalstudentdocuments/EZDGFf4Fp3hNnvuArGBU9WwBnjPCoWQjw8VxczPnsju9LQ?e=FAzzVY)

# Assessment and decision making

* The [INSERT DETAILS] Team will assess your application.
* The Scholarships will be awarded on a discretionary basis.
* You must comply with all requests for additional information to establish your eligibility in the timeframes specified and you must provide any proofs/evidence requested by the deadline set by the Team.
* The University decision on the interpretation of eligibility criteria and discretion to make an award is final. There is no right of appeal.

# Informing you of the outcome of your application

* Please note that this is a competitive process and not all applications will be successful. There is no appeals process if you are not successful as the panel’s decision is final; also, please note that we will not be able to offer feedback. You are welcome to reapply next intake if you are unsuccessful.

* If your application is taken forward, you may be contacted by an academic member of staff to discuss the information you have provided in your application and to provide supporting evidence.

* If you are successful in being offered a scholarship, you will be notified soon after the assessment.

For further information on any aspect of completing your application please email pgconversion@coventry.ac.uk

**Terms and Conditions**

**These terms and conditions shall apply to all students enrolled as a student with Coventry University who have been awarded the Office for Students Funded Scholarship for Postgraduate Conversion Course in Artificial Intelligence & Data Science.**

**A student who successfully secures support under this scholarship will receive a £10,000 scholarship which will be paid by the University in instalments, one per semester of the course (three full-time and six part-time) subject to these terms and conditions and any further terms and conditions set out in the scholarship funding letter you receive from the University’s finance team.**

**In order to qualify for a scholarship, the student must meet the Eligibility Criteria and requirements set out in the Guidance Notes and have completed the application form (and provided supporting evidence on request). The awarding of scholarships is a competitive process and the scholarships shall be awarded in the University’s sole discretion.**

**Changes to study. If you change to another course your scholarship may be withdrawn and you may be required to repay sums to the University.**

**Monitoring of attendance. You must successfully enrol at the start of the course and maintain your attendance throughout, including meeting assessment deadlines and engaging in the course delivery, to ensure your scholarship instalments are awarded to you. Your course attendance may be monitored and reported.**

**Suspensions and withdrawal from studies. If you suspend or withdraw from your studies then you may not be eligible to receive any future payments in that academic year and your scholarship may be re-calculated.**

**If you are the subject of any investigation (to include criminal), form of proceedings (to include disciplinary or fitness to study proceedings) this will be considered by the University on a case by case basis, and the University will have full discretion to determine whether or not the you shall continue to receive the scholarship or and when such support shall be withdrawn.**

**All scholarships paid will be calculated on a pro rata basis and any overpayments may need to be repaid to the University should you suspend, withdraw from studies, transfer to a non-eligible programme, or no longer be eligible for a particular scholarship for any other reason.**

**Repeating, extending or deferring your studies. The scholarships outlined herein will not be paid during any extension/repeat period(s) to your programme.**

**The scholarships outlined herein are for September 2024 entry only. If you defer or withdraw and restart, any scholarship already offered will become void. If eligible, you may apply for a scholarship for a subsequent entry, but this will be subject to the terms of those scholarships then in force. There is no guarantee that postgraduate students will be eligible for funding in future years. The application would then be considered along with any other applications for scholarships for that entry point, and there is no guarantee of outcome.**

**Coventry University reserves the right to withdraw an award from anyone who is found to have misled any member of the Coventry University Group about any aspect of their eligibility and to seek repayment of any monies already paid by appropriate means.**