

**University of Bradford - Office for Students Funded Scholarship for** **MSc in Applied Artificial Intelligence and Data Analytics Application Form Guidance Notes**

**Background Information**

Scholarships are available under the Challenge Grant programme launched by the Office for Students (OfS) and the Department for Digital, Culture, Media and Sport (DCMS) to develop innovative postgraduate conversion courses specialising in Artificial Intelligence (AI) and Data Science (DS).

The University of Bradford and the OfS provide these Scholarships to support graduates from underrepresented groups in these industries. Successful applicants for the Scholarship for MSc in Applied Artificial Intelligence and Data Analytics Award will be provided with a £10,000 Scholarship. To be noted that no additional Scholarship funds are available beyond the said amount.

**Eligibility criteria and the selection process**

**Before making an application for the Scholarship Award please ensure that you have a conditional or unconditional offer for the MSc in Applied Artificial Intelligence and Data Analytics course (with placement) from the University of Bradford for September or January intake**. Also, note that the application for the Course and the application for the Scholarship are two separate processes. Please do not assume that because you have an offer for the MSc in Applied Artificial Intelligence and Data Analytics at the University of Bradford that you will be automatically considered for the Scholarship because you will not. Students will need to apply for the Scholarship separately, following the guidelines provided here.

Please ensure that you meet **at least one** of the below eligibility criteria and are able to prove the same with supporting documents:

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| Eligibility criteria: |
| 1. Black student
2. Disabled student
3. Female student
4. Care leaver
5. Polar Q1 and Q2 student
6. Refugee with given sanctuary status of the University of Bradford
7. Estranged student
8. Gypsy, Roma, Traveller student
9. Child from military family, veteran, and partner of military personnel
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Home students may apply against any of the 9 criteria; however, international students may only apply against criteria: 1, 2, 3, 8, 9.

Applicants must meet these strict eligibility criteria and be in a position to verify their circumstances in order to apply. Applicants who do not meet the criteria will not be considered for the Scholarship. If you have any questions about whether or not you should apply for a Scholarship please contact ofsscholarship@bradford.ac.uk

NOTE. Make sure that you carefully select ALL the underrepresented groups that apply to you and that you are able to prove/support your selections with relevant evidence/documentation. **Please do not submit multiple applications.**

**Prioritising criteria in case of oversubscription**

* Students with 2 or more underrepresented group characteristics.
* Care leavers based on the rationale that they are the most underrepresented group within University of Bradford and underrepresented in highly skilled employment.
* Black students based on the rationale that they are the 2nd most underrepresented group within University of Bradford and underrepresented in highly skilled employment.
* Disabled students based on the rationale that they are the 3rd most underrepresented group within University of Bradford and underrepresented in highly skilled employment.
* Female students based on the rationale that they are underrepresented in the digital sector although not underrepresented within the student body at University of Bradford.

**How to apply**

• The student should read the guidance notes fully **before** completing the online Scholarship application form.

• The student must have already applied for and must have been offered a conditional or unconditional place onto the MSc in “Applied Artificial Intelligence and Data Analytics” (with placement). **Please note that BOTH the online Scholarship application form and the supporting documents need to be submitted before the given deadline**. If any are submitted after the deadline, unfortunately, we will not be able to consider your application.

• The student should **fully** complete the online Scholarship application form. If the form is incomplete, unfortunately, we will not be able to consider your application.

• Upon submitting the online Scholarship application form, the student should **immediately** send the following documents to the email address ofsscholarship@bradford.ac.uk

1. Your offer letter for the MSc in “Applied Artificial Intelligence and Data Analytics” (**with placement**). <Please make sure to have the correct offer letter. Submitting an offer letter for a different MSc programme will automatically result in your application not being considered for further processing.>
2. A current photo of yourself.
3. Evidence regarding the underrepresented group(s) to which you belong.

• **Please include your name and University of Bradford number in the email**.

NOTE: Please make sure that **ALL** the above-mentioned documents in support of your application are submitted to the email provided **BEFORE** the deadline. Not doing so will result in your application not being considered for further processing.

**Completing the application form**

There are **three sections** to complete in the online application form. Please note that the information you provide in the form will be held and processed in accordance with our Data Protection Policy. Notes on how to complete each individual question on the online application form are provided before each question. Please read these to ensure you are giving the right information.

*Section 1: “About you”*

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

*Section 2: “Scholarship relevant information”*

Scholarships are aimed specifically at supporting graduates from underrepresented groups in the Artificial Intelligence and Data Science fields 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 include the necessary proof and any other information that you believe should be taken into consideration by the selection panel. It is the responsibility of the applicant to provide the necessary documents/information.

*Section 3: Applicant’s “Supporting 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 the MSc in Applied Artificial Intelligence and Data Analytics and how the Scholarship Award will help you to achieve your ambitions.

• Your financial circumstances. The University of Bradford cannot support living costs, such as accommodation and food – hence, please let us know how you will be supporting these costs whilst at university.

• What additional support you will need whilst at university. For example, students affected by disability can access advice, guidance and support from the relevant services. Please note that disclosure of this and any other information will not affect your application negatively; we simply need it to make sure that you to receive the right support.

Your application for the Scholarship Award 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, partially 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.

*Declaration of eligibility and checklist*

• Please confirm, by ticking the appropriate box(es), that you meet the eligibility criteria to apply for the Scholarship.

• Please confirm that should your application be successful; you will inform the University of Bradford immediately if your circumstances change.

• Please look through the items in the checklist carefully and tick to indicate that you have met all these requirements. Note that all boxes must be ticked to be considered for further processing.

**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.

• Following initial assessment, the University will contact you within 2 weeks past the deadline for Scholarship applications to let you know whether or not your Scholarship application will progress to the next stage of the selection process.

• If your application is taken forward, you may be invited to an interview by an academic member of staff to discuss the information you have provided in your application.

• If you are successful in being offered a Scholarship, you will be notified soon after the assessment. For January 2021 intake, notifications will be sent out by mid of October 2020. For September 2021 intake – to be decided.

• Also, note that for students awarded OfS Scholarships, the 3-month paid industry placement is compulsory.

• The University reserves the right to withdraw the scholarship and cease further scholarship payments if a student is deemed not to be fully engaged with their learning on their course. Non-engagement includes poor attendance and/or failure to complete course assessments.

For further information on any aspect of completing your application, please email: ofsscholarship@bradford.ac.uk