1. Scope

1.1 The University of York is offering 61 Office for Students (OfS)-funded scholarships and one funded by ETAS, a subsidiary of Bosch, each worth £10,000, to students commencing their studies between September 2023 and March 2024 on the MSc Computer Science with Artificial Intelligence (online) and the MSc Computer Science with Data Analytics (online). Scholarship holders will also receive a 10% discount on their tuition fees.

1.2 The scholarships will be split across the first four entry points of the 2023/24 academic year, as follows:

- 04 September 2023 - 16 scholarships, including ETAS
- 30 October 2023 - 16 scholarships
- 08 January 2024 - 15 scholarships
- 04 March 2024 - 15 scholarships

1.3 This document sets out the terms and conditions for disbursement of those funds. The content of this document does not supersede or override the University’s Ordinances and Regulations, policies or other conditions of enrolment. Acceptance of a scholarship means acceptance of the terms and conditions set out in this document.

2. Definitions

In these terms and conditions, the following expressions shall have the following meanings:

2.1 Academic year - the University’s year of academic study, commencing in September.

2.2 Course – the degree programme on which the student is enrolled.

2.3 Leave of absence - a formal period of absence from studies that is usually taken for a period of more than 16 weeks.

2.4 Offer holder – someone holding an unconditional offer to study on either the MSc Computer Science with Artificial Intelligence (online) and the MSc Computer Science with Data Analytics (online).

2.5 Scholarship – any of the scholarships offered under the Office for Students (OfS) project, whether funded by the OfS or ETAS.

2.6 Student – an enrolled student at the University of York in the academic year 2023-4.
2.7 Study break - an informal break taken between modules; each one lasts for an entire teaching period.

2.8 Teaching period - equivalent to a term for the York Online courses; each teaching period lasts eight weeks and students study a single module in that time. The teaching periods are numbered OL1 (the September start) to OL6 (the June start).

2.9 The University – the University of York, Heslington, York, YO10 5DD.

3. Eligibility

3.1 To fulfil the Office for Students’ aims of increasing the diversity of the AI and data science workforce in the UK, scholarship recipients will meet the following criteria:

3.1.1 Scholarship recipients will be in one or more of the following under-represented groups, with priority given to the first four groups:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women</td>
<td>Including trans and non-binary individuals</td>
</tr>
<tr>
<td>Black students</td>
<td>As defined by the following HESA student ethnicity codes, as self-identified by the student:</td>
</tr>
<tr>
<td></td>
<td>21 - Black or Black British - Caribbean</td>
</tr>
<tr>
<td></td>
<td>22 - Black or Black British - African</td>
</tr>
<tr>
<td></td>
<td>29 - Other Black background</td>
</tr>
<tr>
<td></td>
<td>41 - Mixed - White and Black Caribbean</td>
</tr>
<tr>
<td></td>
<td>42 - Mixed - White and Black African</td>
</tr>
<tr>
<td>Students registered disabled</td>
<td>Students who have declared their disability to the University.</td>
</tr>
<tr>
<td></td>
<td>You’re 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.</td>
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<tr>
<td></td>
<td>‘Substantial’ is more than minor or trivial, eg it takes much longer than it usually would to complete a daily task like getting dressed.</td>
</tr>
<tr>
<td></td>
<td>‘Long-term’ means 12 months or more, eg a breathing condition that develops as a result of a lung infection.</td>
</tr>
<tr>
<td>Students from low socio-economic backgrounds</td>
<td>We will use a combination of measures to assess eligibility for this criterion:</td>
</tr>
<tr>
<td></td>
<td>● <strong>POLAR4</strong> Quintile 1 and 2, or <strong>Index of Multiple Disadvantage</strong> deciles 1-4;</td>
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<td></td>
<td>● occupation of main household earner when aged about 14;</td>
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<td></td>
<td>● eligibility for free school meals; and,</td>
</tr>
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<td></td>
<td>● whether or not your parents attended university.</td>
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<tr>
<td></td>
<td>You can use this <a href="https://polarmap.polopoly.york.ac.uk/polarmap">website to check whether the neighbourhood is part of <strong>POLAR4</strong> Quintile 1 and 2</a> and this <a href="https://indexofmultipledisadvantage.gov.uk">website to check whether the neighbourhood is part of deciles 1-4 in the <strong>Index of Multiple Disadvantage</strong></a>.</td>
</tr>
</tbody>
</table>
### Care experienced students

‘Care experienced’ refers to anyone who has been in care at any time up to the age of 18. This care may have been provided in many different settings, including living with foster carers; living in a residential children's home; being looked after at home under a supervision order; living with friends or relatives in kinship care.

### Estranged students

The term ‘estranged student’ describes someone who has no communication with both of their biological or adoptive parents, and the situation is likely to remain permanent. To be eligible for the scholarship, this situation should have arisen before the age of 18.

### Gypsy, Roma and Traveller students

The term Gypsy, Roma and Traveller encompasses a range of ethnic groups or people with nomadic ways of life who are not from a specific ethnicity, including:

- English, Scottish or Welsh Gypsies or Travellers and other Romany people
- Irish Travellers
- European Roma and related groups
- 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

### Refugees

At the time of application, you must be:

- A refugee recognised by the UK government; or
- the spouse / civil partner of such a refugee and you must have been the spouse or civil partner of that person on the date on which their asylum application was made; or
- the child of such a refugee or of a refugee's spouse or civil partner and at the time the refugee made the asylum application you must have been the under-18-year-old child of the refugee or of the refugee's spouse or civil partner;

AND

you have not ceased to be ordinarily resident in the UK and Islands:

- since you were recognised as a refugee; or
- if you are a spouse / civil partner, or child, of a refugee, since you were given leave to remain in the UK.

### Children from military families, veterans and partners of military personnel

Where you, your parent(s) or your partner is or was in the military

### 3.1.2 Scholarship recipients must be new to the field of Computer Science and related disciplines. You must have studied:

- ‘far-STEM’ – other STEM subjects (e.g. biology, geology, psychology, medicine), or
- ‘non-STEM’ – any other subject (including economics, business, arts, etc)
You must not have studied:

‘Cognate’ – the same broad subject area as the conversion course (e.g. computer science, AI, data science), or
‘Core-STEM’ – science, technology, engineering and maths subjects such as physics, engineering, mathematics, statistics, IT.

Applications from holders of cognate or core-STEM degrees will be rejected without further consideration.

3.1.3 Scholarship recipients must also meet the nationality or residency status criteria required to qualify for the UK Government’s postgraduate masters’ loan.

3.1.4 Applicants for the scholarship must hold an unconditional offer to study on either the MSc Computer Science with Artificial Intelligence (online) or the MSc Computer Science with Data Analytics (online) for one of the following start dates:

- 04 September 2023
- 30 October 2023
- 08 January 2024
- 04 March 2024

Applications for the scholarships will be invited in four separate rounds, aligned with each start date, and the scholarship application must be aligned with the offer to study.

3.1.5 Students who are sponsored (i.e. tuition fees are being paid for in part or in full) by their employer, government or another organisation are not eligible for this scholarship. Scholarship holders may however apply for a UK Masters loan.

3.1.6 Scholarship holders are not eligible for any other University of York scholarship, bursary or funding, with the exception of any student hardship grants or loans that may be made available from time to time in response to particular circumstances.

3.1.7 Applicants are only able to apply for this scholarship once per academic year.

4. Assessing applications

4.1 All scholarship applications will be assessed by a panel consisting of at least two members of academic staff from the University of York’s Department of Computer Science. In the event that the panel is unable to reach agreement, borderline cases will be reviewed by a third member of University staff who may be an academic or a member of professional services.

4.2 Applications will be prioritised using a points-based system, as follows:
i. Priority will be given to applicants with the following characteristics: women, Black students, disabled students and students from low socio-economic backgrounds, with each set of characteristics considered equal;

ii. Within this group, priority will be given to applicants with multiple characteristics, with those having the most characteristics receiving the highest priority;

iii. Where there are equally eligible applicants, scholarships will be awarded based on applicants’ personal statements;

iv. Where not all scholarships are allocated, we will consider those in the second tier priority groups, allocating on the basis of applicants’ personal statements.

4.3 Scholarship application forms may be verified against information provided as part of the programme application or the student record. We reserve the right to request evidence to support applications where we deem it appropriate.

4.4 In the case of over-subscription, students who meet the criteria will be added to a reserve list. Students on the reserve list may be allocated a scholarship if future competitions for 2023-4 start dates are under-subscribed, providing that they are enrolled on either the MSc Computer Science with Artificial Intelligence or the MSc Computer Science with Data Analytics. In the event that the offer of a scholarship is withdrawn, we will endeavour to reallocate remaining funding with the agreement of the Office for Students or ETAS, as appropriate.

4.5 The panel’s decision is final and there is no right of appeal. Feedback on unsuccessful applications will not be provided.

5. Disbursement

5.1 Each scholarship is worth £10,000 and is provided to the scholarship holder to be put towards course costs (e.g. tuition fees) and/or living costs incurred whilst studying.

5.2 Disbursement of the scholarship will be in ten instalments of £1000 each, paid over the first ten modules of the course. Scholarship holders must be enrolled on the course and be studying an active module in the relevant teaching period in order to receive payment.

5.3 Payments will be processed by the University on Friday of the third week of the teaching period to the scholarship holder’s bank account.

5.4 The 10% tuition fee discount will be applied automatically in the payment portal (accessed via e-Vision).

5.5 No alternative arrangements for disbursement of the funds or application of the tuition fee discount will be made. For the avoidance of doubt, the scholarship can not be diverted by the University directly towards payment of tuition fees.
5.6 It is the responsibility of the scholarship holder to ensure that the University has the correct bank account details. The University will not be responsible for lost payments where the scholarship holder has not informed us of a change in their details.

5.7 If the University makes an overpayment, the student must inform the Accounts Payable team as soon as they become aware and will be required to repay the overpayment on request.

6. Conditions

6.1 Where an offer of a scholarship is made, it must be accepted by the stated deadline or it will be offered to another applicant.

6.2 The offer of a scholarship is conditional on the scholarship holder commencing their studies at the expected start date. If the scholarship holder decides to defer their start, the offer of a scholarship will be withdrawn and the scholarship will be reallocated to a student on the reserve list.

6.3 Scholarship holders must be actively studying on a module in order to receive their scholarship instalment.

6.4 As fees are due in advance of module start, scholarship holders must be able to pay their module fee prior to receiving their scholarship payment using the standard payment method for these programmes and by the stated deadline.

6.5 Scholarship holders must be engaged with their studies, including engaging in module delivery and meeting assessment deadlines. To support the objectives of the scholarship scheme and to ensure appropriate use of external funding, engagement may be monitored and reported.

6.6 Where a scholarship holder takes a study break or a leave of absence, payments will be paused until they resume their studies.

6.7 Where a scholarship holder needs to repeat a module, or extend their course, no additional payments will be provided.

6.8 A scholarship holder may transfer between the MSc Computer Science with Artificial Intelligence and the MSc Computer Science with Data Analytics, providing that they meet the University’s standard criteria for course transfers, and retain their scholarship. Where a transferred student needs to take additional specialist modules in order to meet programme outcomes, they will be required to pay for those modules and will not receive additional scholarship funds. If a scholarship holder transfers to any other course, the offer of a scholarship will be revoked and the University will endeavour to reallocate remaining funding with the agreement of the Office for Students or ETAS, as appropriate.

6.9 Where a scholarship holder is withdrawn from the course, whether voluntarily or otherwise, the offer of a scholarship will be withdrawn and no further payments will be made. The University will not seek to recover funds that have been provided to scholarship holders prior to withdrawal.
7. ETAS scholarship – placement opportunity

7.1 The ETAS scholarship includes the offer of a paid placement opportunity, subject to the scholarship holder’s availability and an appropriate opportunity being identified.

7.2 The ETAS scholarship holder must take and pass any modules identified as pre-requisites for the placement.

7.3 If the ETAS scholarship holder is withdrawn from the course, whether voluntarily or otherwise, the offer of a placement will be revoked and the University will endeavour to reallocate the opportunity to another student along with the scholarship, with the agreement of ETAS.

7.4 If the ETAS scholarship holder is unable to take up the paid placement, the University reserves the right to offer that placement to another scholarship holder, with the agreement of ETAS.

8. Other opportunities with industrial partners

8.1 The University is actively seeking other industrial partners to provide opportunities such as internships, mentoring or industry-provided projects.

8.2 Details of any such opportunities, including how to apply, will be made available in due course to eligible scholarship holders. Eligibility will be determined by the industrial partner in discussion with the University.

9. Disputes and complaints

9.1 The University shall not be liable under, or be deemed to be in breach of, these terms and conditions for any delays or failures in performance which result from circumstances beyond its reasonable control. Any dispute or complaint regarding the provision of the scholarship will be considered under the University's complaints procedure.

10. Data privacy

10.1 Information and documents provided by students under this policy will be treated confidentially in line with the University of York Data Protection Policy and the University’s privacy notice for students.

10.2 Scholarship applicants are required to confirm which criteria apply to them and in doing so may disclose to us special category personal data, such as ethnicity or a health condition. We process that special category data under Article 9 (2) (g) of the UK General Data Protection Regulation (GDPR) – Substantial Public Interest, and under Article 6 (1) (b) - processing necessary for the performance of a contract, as well as under paragraph 8 of Schedule 1 of the Data Protection Act 2018 - Equality of Opportunity or Interest. Further information can be found in the University of York Special Categories of Personal Data Policy.
10.3 Personal information, including special category data, provided during the application process will be used to support the fair allocation of scholarship funding provided by The Department for Digital, Culture, Media and Sport (DCMS) and The Office for Artificial Intelligence (OAI) via the Office for Students, and by ETAS, a subsidiary of Robert Bosch GmbH (Bosch). The awarding of scholarships to students from under-represented groups reflects positive action to alleviate disadvantage as set out under section 158 of the Equality Act 2010.

10.4 Personal information, including special category data, provided during the application process will be retained for 12 months in the case of unsuccessful applicants to provide an audit trail for rejections. The same data will be retained for successful applicants for the current financial year plus six years as it forms part of the contract with scholarship holders, provides an audit trail for the financial record, and enables the University to provide support and meet our reporting obligations to the Office for Students on the objectives of the project.

10.5 Personal information, including special category data, may be provided with the student’s permission to selected staff within the University to provide support, for instance through mentoring, or support for students with disabilities. Personal information will not be shared with ETAS or any other industry partners that may provide mentoring, placements or project opportunities as part of these scholarships.

10.6 It is a requirement of the project that anonymised, aggregated data be provided to the Office for Students for the purpose of monitoring project outcomes. No individualised data will be shared with the Office for Students.