



## INDUSTRIAL SECONDMENT SCHEME

### **Guidelines for the Support Letter from the Higher Education Institution**

The Support Letter from the (Head of Department of the) applicant's university should include:

- A statement about the employer's willingness to support the applicant's secondment application together with an explanation of the reasons why s/he is the ideal candidate for a secondment ,
- Comments about the suitability of the Host organisation and the proposed work plan,
- Information about the anticipated benefits of the secondment to the applicant, to the department and to the university in general, in the short, medium and long term,
- Information about the applicant's teaching (and teaching-related) duties and his/her workload together with a statement on how the applicant's teaching will be replaced in his/her absence,
- Comments on how the secondment experience and its outcomes will be incorporated in the department's work on secondee's return.