



The Royal Academy  
of Engineering

## INDUSTRIAL SECONDMENT SCHEME

### Guidelines for The Support Letter from the Host Organisation

The Support Letter from the Host Organisation should include:

- A statement about the Host organisation's willingness to provide secondment together with a statement on the length of secondment offered,
- Comments on the -agreed with the applicant- Work Plan and on the quality of the match between the applicant and the proposed (project/s and tasks in the) work programme,
- Information about the anticipated benefits of the secondment to the Host organisation in the short, medium and long-term (including comments about the details of any previous links with the applicant's university),
- A statement that during the secondment period the applicant will be subjected to the rules of conduct of the Host organisation, and
- Information about any (cash or in-kind) contributions that the Host organisation is willing to make towards the secondment (e.g. towards the applicant's travel, subsistence, accommodation, training, salary, notional costs of office and equipment, or towards the applicant's university or towards the Royal Academy of Engineering's Industrial Secondment Scheme).