

Personal Statement Guidelines

The Personal Statement needs to be about two A4 pages long and should include:

1. Motivation for this application
 - a. Explain why it is felt appropriate to go on secondment
 - b. Comment on the quality of match between the scheme entry criteria and your background and aims
2. The Host organisation
 - a. Comment on how the Host organisation was identified, and whether or not other organisations were approached
 - b. Comment on the quality of match between your area of specialisation and the choice of secondment Host
 - c. Give information about any contributions that the Host organisation is willing to make towards the secondment
3. The Nature of the Secondment
 - a. Describe what the aims and objectives of your secondment are.
 - b. Explain what the expected benefits of the secondment are for you, your Host and your University.
 - c. Attach (as a separate Document/Appendix) a Work Plan. Explain how the work plan was arrived at. The work plan should be based on a project (or projects) and should include the project title, specific tasks, milestones and a time plan (e.g. Gantt chart). The attached document should include the deliverables (to your teaching and to the Host) for each task too.
4. Exploitation
 - a. Explain how the secondment experience is likely to feed into your Higher Education activities on your return.
 - b. Comment on whether or not –if asked- you are willing to take part in disseminating the outcomes of your secondment and in giving presentations and taking part in the scheme’s case study and other publicity documents.
 - c. Comment on any anticipated future collaborations and links between you, your University and your Host.
5. Justification of the Resources Requested
 - a. Give details of your teaching (e.g. modules taught with levels, contact and non-contact hours and student numbers) and teaching-related (e.g. programme leader, personal tutor, final year project supervision) duties. List the ones to be replaced in your absence.
 - b. State your annual salary (without the employer’s taxes and superannuation contributions) and the proportions of your time (within the intended secondment period) spent on teaching, research and administration.
 - c. Describe the method to be used by your department to find a replacement for your teaching in your absence.