



The Royal Academy
of Engineering

Distinguished Visiting Fellowship Scheme

Guidelines for the Support Letter from the Head of Department in the Host University

The Support letter from the Head of department in the host university should include:

- A statement about the host organisation's willingness to invite the applicant together with an explanation of the reasons why s/he is the ideal candidate for this scheme.
- Comments on the –agreed with the visitor- programme of activities and on the quality of the match between the applicant and visitor and their centres of excellence and the proposed programme of activities.
- Information about the anticipated benefits of the visit 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).
- Information about any planned dissemination activities and the host organisation's intended future links and collaboration with the visitor and his/her centre of excellence.
- Information about any (cash or in-kind) contributions that the host organisation is willing to make towards the visit (e.g. towards the applicant's travel, subsistence, accommodation and notional costs of office and equipment).

Support letters accompanying applications from heads of departments themselves should come from their line managers.