



INDUSTRIAL SECONDMENT SCHEME

Guidance Notes for Secondees' Reports

It is a requirement of the Scheme that reports on secondments are submitted to The Academy within one month of their completion. The purpose of these notes is to give some guidance on the content and structure of these reports, which will be circulated to members of the Scheme's Steering Group for information and comment. Whilst every secondment is different in nature and content, the structure proposed below will enable a degree of consistency to be achieved in the reporting process.

The front (cover) page should clearly indicate the name of the secondee, the university and the department, and the name and address of the host organisation. Secondees should bear in mind that the report will be read by the Scheme's Steering Group consisting of Fellows of the Academy, and should be largely non-technical in content - technical details should be largely confined to appendices. **Reports should not be longer than 10 sides of A4.**

The reports, which should be written in the first person, should include at a minimum, the following:

1) **Introduction**

This section should set forth the subject, purpose and scope of the report and its plan of development. It should include an outline of the reasons leading to the decision to apply for a secondment, and the means by which the host organisation was identified. Information on how the project/area of work was agreed with the host organisation should be mentioned eg. negotiated, suggested by company, proposed by academic etc.

2) **'Housekeeping' matters**

Information under this heading should comment on arrangements to secure a host company as well as on arrangements for travel and accommodation (if required), hours of work, and facilities provided by the host organisation to progress the secondment. Mention should also be made of the arrangements put in place by the university to find a replacement for the secondees teaching duties, and on any financial contributions made by the host organisation to assist the secondment.

3) **Secondment objectives**

A clear explanation of the aims and objectives of the secondment should be given, together with an explanation of and the reasons for any changes to the original work plan. This section should include the secondee's personal objectives in seeking industrial experience (e.g. how it will benefit engineering undergraduates/postgraduates), company objectives (i.e. what the company gained from the secondment) and university objectives (e.g. whether improved industry/university links are also seen as a specific objective).

4) Secondment Content

This section should contain a clear and reasonably detailed report of the work/projects carried out on the secondment. It should describe the tasks set for the secondee, the timetables agreed, the reporting structure, and the progress made.

5) Secondments Results

A concise explanation should be given of the degree of success in completing the task(s) set for the secondee and on the extent to which the secondee has met the objectives of his/her secondment. Any indication of obstacles to achieving successful completion should be mentioned. A view should also be given of whether the period of secondment was adequate to meet the requirements of the project. Information should be given on the impact of the secondment experience on the secondee, company and university.

6) Meeting the Objectives

This section should explain, relating to the set aims and objectives (in Section 3) how the secondment objectives were realised. If some objectives have not been, or are unlikely to be met, an explanation should be given.

7) Conclusions

Any inferences drawn from the factual evidence of the report should be included here. All lessons learned and any efforts to disseminate the fellowship outcomes should be described in this section. In order to promote the Industrial Secondment Scheme, secondees may be asked from time to time, at The Academy's discretion, to take part in presentations of their work to a selected audience. If this raises issues of commercial confidentiality this should be mentioned here. It would also be helpful to know whether the host organisation is willing to take further secondees in future.

Recommendations

Any last minute thoughts or reflections on the experience including any recommendations on how the principles or method of operation of the scheme might be improved should be sent with the report as a separate sheet.

Appendices

This section should include any additional information (e.g. details of new modules, case studies, final year projects etc resulting from the secondment experience) and other (detailed/technical) data to support the information in the body of the report. Enclosed with the report should be a copy of the company's latest Annual Report (if available) and details of its product literature. An organisation diagram of the department or section worked in should also be included, if possible.