



Guidance Notes for End-of-Year Reports

It is a requirement of the Scheme that brief (normally one to two A4 pages-long) End-of-Year reports on secondments are submitted to The Academy one year after the completion of the secondment. The purpose of these notes is to give some guidance on the content and structure of these reports.

The report should clearly indicate the name and address of the secondee, together with the name of the host organisation and the start and end dates of the secondment. The report will be read and evaluated by the Scheme's Steering Group consisting of Fellows of the Academy.

The reports should be written in the first person and 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.

2) Using the Experience

This section should detail subsequent applications (and benefits) of the expertise/experience acquired during the Industrial Secondment period. Such applications may, for example, be in the areas of:

2.1 Teaching (and Teaching-Related) Activities

These may, for example, include the design and launch of new and/or the revision of existing modules, new industrially-based case studies, new (final year) projects and tutorials, guest lectures from industrialists from the host organisation, meeting the requirements of accreditation panels, amongst others.

2.2 Research and Consultancy

This section may include, for example, details of any joint grant applications, joint research projects, published papers, the formulation of MPhil/PhD projects relevant to the needs of industry as well as any efforts to subsequently link teaching with research and to disseminate the outcomes of the secondment.

2.3 Personal and Professional Development

This section may include, for example, details of up-to-date experience/knowledge of industry and how this was applied within the year following the secondment, any professional qualifications gained (e.g. CEng), any boosts in confidence/enhancement in credibility etc.

2.4 Collaboration with Host Organisation

This section should give details of all links/collaboration with the host organisation (e.g. student placements, company visits and/or recruitment of graduates by the company) following the completion of the secondment.

Subsections 2.1 to 2.4 are given as examples only. Due to the varying nature/content of secondments it is anticipated that the titles (and the numbers) of these will vary.

3) Conclusions

Any inferences drawn from the factual evidence of the report should be included here. This section should include a summary of the lessons learned and benefits gained from the application of the industrial secondment experience.

4) Recommendations

Any last minute thoughts or reflections on the application of the industrial secondment experience including any recommendations for future should be included here.

5) Head of Department's Comments on the Benefits of Secondment

This section should give detailed information on the benefits of the secondment from the Head of Department's point of view. Information about the probability of the Department's future participation in The Academy's Industrial Secondment scheme together with information on any difficulties related to future participation and recommendations should also be included here.

Appendices

This section should include any additional information (e.g. details of new modules, case studies, final year projects, papers etc resulting from the secondment experience within the year that followed) and other (detailed/technical) data to support the information in the body of the report.