

**[insert departmental header]**

[insert supervisors department] [insert departments address]

[insert supervisors telephone number]

[insert date]

Offer of Research Placement

To whom it may concern,

On behalf of the [insert department] at the University of Strathclyde, I am writing to offer [insert name] a research placement within my research group.

This placement is scheduled to begin on [insert date], which will end on [insert date]. We confirm that the student will not be receiving any salary/payment for this period of research.

The project will be supervised by [insert supervisor], and will require the student to support the research activity of their group in the field [insert research activity].

We look forward to welcoming [insert researchers name] to the team in the near future.

Yours faithfully,

[insert supervisors signature]

[insert supervisors name]

[insert supervisors job title], [insert supervisors department], University of Strathclyde

Approved by,

[insert signature from home University]

[insert home institution supervisors name] [insert home institutions job title]

[insert home institution]

**[insert departmental footnote]**

**The place of useful learning**

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