**Call for Case Study Contributions Template**

***The Higher Education Personal Tutor’s and Advisor’s Companion***

Practitioners from higher education institutions are invited to submit case study proposals. These must be created using this template (completing **all fields** below), should be written in the **first person** and be between **350 – 450 words** in length (excluding Author Details). Further guidance is provided after the template to aid the proposal writing process.

Please note that all case study proposal submissions will be treated as confidential. They will only be seen by the editors reviewing the case study proposals and selected representatives from the Publisher (Critical Publishing) and UK Advising and Tutoring (UKAT).

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| **AUTHOR DETAILS***If there will be more than one author for the proposed case study, please copy this box below and complete for the additional authors* |
| **Name** |  |
| **Job title** |  |
| **Key responsibilities** |  |
| **Department and/or Faculty** |  |
| **Higher Education Institution** |  |
| **Preferred email contact information** |  |

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| **CASE STUDY PROPOSAL DETAILS** |
| **Provisional title***For example: ‘’More important than ever and yet difficult to deliver: successfully addressing the personal tutoring and advising conundrum with clinical placement students.”*  |
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| **Broad theme***Refer to the call for contributions indicative content for suggestions.*  |
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| **Sub-theme(s)***Refer to the call for contributions indicative content for suggestions.*  |
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| **Brief case study synopsis***For example: How would you summarise the main focus of your case study? How and why were activities undertaken? What was the impact on student and staff learning, student outcomes and/ or the student experience? What new insights were gained?* |
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| **Intended case study structure***For example: How will you structure the case study in terms of headings and sub-headings to signpost the reader clearly through?* |
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| **Key learning for the reader***For example: What key learning points will the reader take away? (between 2 and 4 points suggested)* |
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**Case Study Proposal Submission Procedure**

Case study proposal submissions are invited on or before **17:00 1** **October 2020**. Only electronic submissions on the **template** **provided** abovewill be considered and should be submitted via email to **tutors-companion@ukat.uk**.

**Guidance for Approved Case Studies**

Further guidance will be given to authors of successful proposals; however, an overview is provided below to aid the proposal writing process.

Each case study will:

* include a consistent ‘Meet the Author’ introduction page including a picture of the author(s) and brief biography (approximately 100 words);
* be written in first person perspective;
* have a word limit for the main body of the case study of approximately (5% above or below) 1,500 words (excluding any bibliography, if required);
* begin with enough description to ‘set the scene’ and context but generally be analytical and evaluative, rather than descriptive, in nature;
* focus on explaining how and why activities were undertaken;
* discuss what new insights were gained and what the impact was on student or staff learning, student outcomes and the student experience.

Based upon already accepted proposals, case study submissions will be:

* prepared in accordance with any additionally provided submission guidelines;
* submitted online (details will be provided) by 1 February 2021;
* include a photo in-line with the guidance below\* and a brief biography;
* reviewed by 3 or more reviewers;
* accepted on or before 15 April 2021.

\* Portrait style photos should be taken face-on, include head and shoulders, in front of a plain background and be sent as .jpeg files with a minimum resolution of 300dpi.

Please note that by submitting your final case study you will be assigning copyright to Critical Publishing.