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## Case Study Outline

You are required to write a 2,500 word case study on an aspect of your company or professional development that is most relevant to your role.

Topics you can consider:

Staffing Issues  
Quality Management (for example ISO certification, EuRA Quality Seal)  
Expense Management  
Systems and IT Management  
Working with Network Partners  
Management Structures  
Managing Networks  
Policy Services  
Marketing  
Contracts  
Fees  
Legal Issues  
Psychology of Relocation  
Cultural Understanding and Adjustment  
International Education Systems  
Third Culture Kids  
Immigration Procedures

Please submit your title and Case Study Plan to the EARP Office. You may submit the case study in your first language, or in English. The case study will be graded by an EARP academic partner. All case studies will be graded anonymously.

You are required to make reference to any research or source materials, including seminar notes, books, research from the web. Please include a web link in your bibliography where necessary.

There should be at least five references to other authors in the theoretical section (section one) of your case study, which back up your learning. You may choose any texts to refer to, and may also refer to an online quote providing you cite your source.

The following structure will be used to grade the Case Study:

### **Introduction: 10% (250 words)**

A brief introduction to your company – the history of setting up, the company structure, your role in the company

**Outline of the purpose of the case study: 10% (250 words)**

Detail what you will look at, in the two sections, and the conclusion you will draw at the end. Please also outline your experience in the field of the case study.

**Section One – Theoretical Frameworks 30% (750 words)**

Outline the issues. What are the business and/or legal theories behind your case study?

**Section Two – Application of the theory in your business practice 40% (1000 words)**

Outline your current business practice and how the theory you have studied will inform or change your practice.

**Conclusion 10% (250 words)**

Please draw together all of the strands of your case study. Reinforce the theories you have made reference to, and how they have been applied to your practice.

The percentage marks and word counts given for each section are GUIDELINES only. However, the structure of the case study should follow the five section model.

**General Notes:**

Please change any company and individual names when writing a case study.

If you would like to use a mentor for advice on the case study, you are free to do so.

Please use the Harvard Referencing system for quoting from texts or when using textual references to outline theory – full details of the Harvard system can be obtained from the EARP Office or area available online at

<http://libweb.anglia.ac.uk/referencing/harvard.htm>

You may be 10% above or below the 2,500 word limit.

Case Studies are graded externally by the Katholieke Hogeschool Leuven University in Belgium.