**Teaching and Learning Portal**

**Case study template 2017-2018**

Thank you for submitting a case study. Please fill out this form as thoroughly as possible and return along with a large high-resolution photograph which we can include in the case study.

Return to [teaching.learning@ucl.ac.uk](mailto:teaching.learning@ucl.ac.uk)

**Background information**

|  |  |
| --- | --- |
| Your name |  |
| Your contact details |  |
| Your department/Institute and faculty |  |
| Is this case study about you or on behalf or someone else?  If on behalf of someone else – please provide their details below | |
| Name |  |
| Department |  |

|  |
| --- |
| Please summarise what this case study is about in one or two sentences. |
|  |

**The details**

Please answer the following questions so that we can write up this piece. We would be grateful if you could keep in mind that colleagues from many different disciplines and at different stages of their academic or professional services careers will read this piece so please do provide as much detail as possible.

You may complete in note form or with bullet points as it will be written up or edited by one of the communication team.

|  |
| --- |
| What did you do/what happened? |
|  |
| Who has been involved? |
|  |
| Was this in reaction to an issue or request? How did this come about? |
|  |
| Why did you take this approach? Was there anything novel in your approach? |
|  |
| What is the timeline? i.e. when did this happen, over what time period. |
|  |
| What was involved in terms of logistics, time or resources? (To give readers a sense of the amount of work it took) |
|  |
| Is this a first for UCL, or even for higher education as far as you know? Where did you get inspiration from to try this project or initiative? |
|  |
| What difference has this made to staff or students? Please provide statistics if possible/relevant e.g changes in NSS scores. |
|  |
| What are your plans for the future? |
|  |
| What advice would you give another member of staff/department who wanted to emulate what you have done? |
|  |
| How can your experience address commonly encountered challenges and help others at UCL? |
|  |

**Quotations**

Please provide a minimum of TWO quotes:

|  |  |
| --- | --- |
| Quote from someone involved in the project (this could be you) |  |
| Name, job title and department/institute |  |

|  |  |
| --- | --- |
| Quote from someone who has benefitted from this action (ideally a student but could be another member of staff or senior management) |  |
| Name, job title and department/institute |  |

**Links, resources and further information**

Please provide any additional information to include where relevant, such as:

* A link to the programme it’s related to
* Guides/resources
* Videos
* Links to other websites including relevant blogs
* A photograph