

Case-Study Programme

Rules and Administrative Procedures

This document details the rules governing Nova SBE's case-study program. This program was re-enacted to promote the wider use of case studies developed by the school's faculty and facilitate a wider distribution of these materials via the ECCH – European Case Clearing House.

Regulations

1. **Regulations.** This document details the rules and regulations of Nova SBE's Case-Study Programme.
2. **Coordination.** The case is coordinated by a professor appointed as Director of the Case-Study Programme. The Director oversees making the final publication decisions and overseeing the overall functioning of the program.
3. **Administration.** The program's administration is assured by the School's Librarian.
4. **Copyright.** Nova SBE owns the copyright of all case studies developed by its faculty and published under its case-study program.
5. **Royalties.** Case authors are entitled to receive a fee on the use and distribution of their authored case studies and teaching notes, regardless of the sale having been done by ECCH or Nova SBE. This fee is set up by the School. The fees are also paid when such cases are used in Nova SBE courses.

The royalty rate for all items is 28% of the net sale value split into equal parts between the author and Nova SBE.

6. **Pricing.** Pricing will be the same as the ECCH.
7. **Usage.** Nova SBE faculty members may use on their teaching any case published by Nova SBE, as long as they follow the procedures established for the use of cases published by other sources. This way copyrights will be respected, and the appropriate royalties paid to the case authors.
8. **Types of cases.** Cases submitted to the program could either be based on the collaboration with an external entity (even if it remains anonymous), based upon publicly available published sources or compiled from generalized experience.
9. **Teaching Note.** Case authors are strongly encouraged to submit a teaching note together with the cases. At any time, the author of a published case or a case under evaluation may submit the corresponding teaching note. Joint submission of case and note will, of course, facilitate the case-study evaluation process.
10. **Company authorization.** Cases based upon information provided by a company will not be published unless the author(s) provide written authorization by the company

stating that it has read the case in its final form and that it authorizes its publication. An appropriate authorization form is available upon request.

11. **Authors.** Nova SBE's case study program will publish case studies authored by the school's faculty, including visiting and non-permanent teaching staff. Students may eventually co-author cases written under the supervision of a faculty member. Exceptionally, cases written by industry experts or other non-faculty could be accepted for submission.
12. **Authorship.** Upon submission of a case study the author(s)' names should clearly be identified. Those submitting the case are responsible to ensure they are not violating any other person or organization's author and/or intellectual property rights. A faculty member may develop a case on top of work undertaken by a student, either a course paper, work project, or internship report. Under these circumstances, the faculty member may register the case under his authorship as long as quoting that the case was based upon research assistance provided by the student and only if such faculty member has substantially improved the case beyond the student's original report.
13. **Publication in other platforms or media.** Given the possibility to publish the case study in another publication, format or platform, authorization must be given by the Director of the Case-Study Programme.
14. **Submission.** Cases should be submitted by delivery of a hard copy and a Word file to the program's Director. The submitted case must already be in the format template provided by the program and must include all ancillary materials developed for student use as well as a teaching note if available.
15. **Evaluation.** To guarantee the overall quality of cases published under the Nova SBE program, the Programme Director may ask other faculty members to provide an evaluation. In any case, the Director may ask the author to undertake some changes or refuse publication. Cases authored by the Programme Director should be evaluated by another faculty member.

The Programme Director may appoint one or more faculty members to guarantee the evaluation.
16. **Refusal.** Cases that do not match the necessary quality standards will be rejected for publication by the Program Director. A rejected case may be re-submitted after the required changes have been completed.
17. **Reviewing.** Before publication, the Programme Director may ask for the case to be reviewed by a language specialist. In that situation, the case will not be published until the text is reviewed in a manner consistent with the reviewer's recommendations. The author could be allowed not to follow some of these recommendations.
18. **Nova SBE Publication.** Once the reviewing process is finished the Programme Director should publish the case for use at Nova SBE.
19. **Testing.** Per ECCH regulations, the case should then be tested before being allowed for registration at that clearing house. Once the case testing is concluded, the author may wish to provide a revised version of the case.
20. **ECCH Publication.** Once testing and final revision are completed, the case author should fill out an ECCH Case Registration Form as well as all other documents required by ECCH for that case and request the Case Programme Administrator to submit the case to ECCH for dissemination.