

LEADERSHIP EXCELLENCE IN ACADEME PROGRAM FOR SOUTHEAST ASIA (LEAP SEA)

Guidelines in Writing the Concept Note for Action/Case Study

The action/case studies that participants will respectively undertake with their respective university teams, and using their university's resources, will be unique and applicable to their specific contexts, and will provide an opportunity for them to publish on their academic leadership experience. As mentioned, it will begin with a concept note drafted as part of participants' application papers submitted to the program.

Participants will then refine their concept notes in the executive forum based on an analysis of issues and challenges that they face and would like to address as academic leaders. Their participation in [LEAP SEA](#) is expected to add value to these proposed action case studies and benefit their respective institutions. Participants will also be encouraged to situate their cases within the program's discussion themes as may be relevant to the particular needs and situation of their respective universities and colleges.

During the executive forum, participants will agree on a timetable to write, present, and carry out their action case studies. Once written up, they will circulate soft copies to peer and expert reviewers then select which will be presented in a series of video seminars for collective peer reviewing.

The peer-reviewed cases will be published into a book or monograph on academic leadership.

**Format of CONCEPT NOTE for Action/Case Study on Higher Education in
Agriculture and Forestry in Southeast Asia
(1-3 pages)**

- **Rationale and Background**
- **Problems/Issues Addressed or to be Addressed**
- **Objectives**
- **Interventions** (proposed and/or already undertaken) **and Outcomes** (expected or as evident)

**Format of FINAL PAPER on Action/Case Study on Higher Education
in Agriculture and Forestry in Southeast Asia**

- **Title, Author/s and Institution, Date Submitted**
- **Abstract**
- **Rationale and Background**
- **Problems/Issues Addressed**
- **Objectives**
- **Review of Relevant Academic Leadership/Management Concepts or Principles**
- **Interventions and Outcomes** (undertaken)
- **Lessons and Recommendations**