

Submission Forms for Research and Analysis Project

INSTRUCTIONS:

Sections A, B and C of this form should be completed by the student and Section D by the Mentor and accompany your work which must be sent **by some secure recorded means of delivery** to:

The ACCA Office, Business School, Oxford Brookes University, Wheatley Campus, Wheatley, OXFORD, OX33 1HX, United Kingdom

SECTION A (Student to complete)

Student Surname	
Student First name	
Student Address	

Student Email Address – to receive project results via email. Please complete this only if you consent to receiving your results (and other correspondence) by email

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ACCA Student Registration Number

 Date of submission

Project topic number chosen

 Alternative project topic '99' must be approved and signed by Oxford Brookes in advance of submission

I declare that the attached project is all my own work. I agree that I shall be bound by the regulations of Oxford Brookes University and the BSc (Applied Accounting Programme) regulations, which can be found on www.accaglobal.com/students/professionalscheme/degreepartnership/oxb_studyguide

Date of Research and Analysis Project Guidelines used

Signature

 Date

SECTION B (Payment Details)

A fee of £50 **sterling** must accompany this work, which should be in the form of cheque, credit or UK debit card payment or bank draft. Cash is not acceptable.

Please tick **one** of the following options:

Option 1: Credit or UK Debit Card (We cannot accept American Express)

Card Number	Start Date	Expiry Date	Issue No
<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>	<table border="1" style="width: 100%; height: 20px;"></table>

Signature

Option 2 to tick:

Cheque	Bank Draft	
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You may opt to pay by cheque or bank draft (made payable to **OXFORD BROOKES UNIVERSITY**). **You must attach the Cheque or Bank Draft to this form.**

FOR OFFICE USE ONLY

DATE RECEIVED..... PAYMENT RECEIVED.....

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MARK SHEET

SECTION C (Student to complete)

Student Surname	
Student First name	

ACCA Student Registration Number						Date of submission				
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Total Report word count: <i>Please note: this should not exceed 5000 words, otherwise you risk failure</i>		Total Key Skills Statement word count: <i>Please note: this should not exceed 1500 words, otherwise you risk failure</i>	
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SECTION D (Mentor to complete)

Mentor's Certification:

I certify that to the best of my knowledge the project is the student's own work and that it has been carried out in accordance with the University's regulations, (see Student Guide available on-line at www.accaglobal.com), and that three meetings have been held with the student in accordance with the guidelines contained in Section 2.3 of the Research and Analysis Project Guidelines.

Mentor's Name and Address (Please Print)	
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Capacity for acting as mentor: <i>(See 2.2 of the Research and Analysis Project Guidelines.)</i>	
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Signature..... Date.....

SECTION E (For Office Use Only)

Markers sheet

PROJECT	<u>PASS</u>	<u>FAIL</u>	
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	
Information gathering	<input type="checkbox"/>	<input type="checkbox"/>	
Analysis and Conclusions	<input type="checkbox"/>	<input type="checkbox"/>	
IT Skills	<input type="checkbox"/>	<input type="checkbox"/>	
KEY SKILLS STATEMENT			
Preparing for meetings	<input type="checkbox"/>	<input type="checkbox"/>	
Questioning	<input type="checkbox"/>	<input type="checkbox"/>	
Listening	<input type="checkbox"/>	<input type="checkbox"/>	
The presentation	<input type="checkbox"/>	<input type="checkbox"/>	
Self-Assessment of Interaction	<input type="checkbox"/>	<input type="checkbox"/>	
OVERALL RESULT	<input type="checkbox"/>	<input type="checkbox"/>	

Marker's Code

Date