

## Submission Check-List

Please use the check-list below as indication of potential completion of documentation for submitting the research project towards obtaining Oxford Brookes University BSc in Applied Accounting.

It is advisable to verify your specific situation by discussing it with your mentor. For further details or questions, please contact Oxford Brookes University (OBU) at [acca@brookes.ac.uk](mailto:acca@brookes.ac.uk)

The requirements below are based on the Information Pack 2018/ 2019 published by OBU.

You should aim at answering “Yes” to all sections below.

Criteria	Yes	No	Comments
<b>Research and Analysis Project (RAP)</b>			
Maximum 7,500 words?			
File less than 10MB?			
Witten in Word?			
ACCA number on the front page?			
Word count on the front page?			
<b>Skills and Learning Statement (SLS)</b>			
Maximum 2,000 words?			
File less than 250Kb?			
Witten in Word?			
<b>Presentation</b>			
Maximum 20 slides?			
Done in PowerPoint?			
ACCA number on the cover page?			
<b>Other documents</b>			
Reference List			
Spreadsheet			
Done in Excel (.xlsx or .xls)?			
Does it demonstrate use of appropriate formulae?			
Financial Statements (if applicable)			
Only the extract of relevant sections?			
Primary data used?			
Copy of questionnaires?			
Transcript of interviews or summary of them?			
Authorisation Letter?			
Payment of submission fee done?			