

Registered Project Mentors:

As a student of the BSc in Applied Accounting it is your responsibility to find someone to act as your Project Mentor and to arrange three meetings with him or her. It is not possible for Oxford Brookes University to provide a Project Mentor for you but Oxford Brookes University has identified three categories of individuals from which you should choose your Project Mentor.

The person you choose should be one of the following:

- **A qualified Chartered Certified Accountant (ACCA)** – [a **Full Member of ACCA** – *we cannot accept Affiliate Members* as Mentors unless they meet one of the following];
- **A senior colleague at work** e.g. your line manager;
- **Your tutor at College or University;**

From January 2015 it is your Mentor's responsibility to gain registration from Oxford Brookes University, both you and they should see Section 6 of the Information Pack 2014-15 and <http://www.oxfordbrookesmentoring.co.uk> for details. To complete registration all new mentors must successfully undergo the on-line training course.

If you identify somebody as a potential Project Mentor who does not fall into any of these three categories, then you and they should contact the ACCA office at Oxford Brookes University and provide a copy of your suggested Project Mentor's CV for clearance. If the proposed Project Mentor is a member of a recognised professional body or institute and / or holds a recognised degree equivalent qualification then it is likely that clearance will be given. Your mentor will then be given access to the on-line training.

Note: if your Mentor is not registered you will not be able to submit.

Oxford Brookes University has identified the following characteristics of an effective Project Mentor. You may wish to reflect on this list of attributes when making your own choice of Project Mentor.

- Is approachable and has genuine interest in helping students to succeed
- Listens and actively questions
- Respects confidentiality and is trustworthy
- Acts as a sounding board to explore ideas and issues arising from research
- Provides positive and constructive feedback on research being carried out
- Challenges and discusses effective communication
- Offers support and encouragement
- Helps the student meet their objectives
- Helps the student ask the right questions, to think systematically, to learn to apply appropriate evaluation techniques and to analyse and interpret the findings
- Remains neutral and not judgmental
- Provides subtle guidance but ensures student makes the decisions
- Is knowledgeable and competent
- Grasps the essence of the technicalities without becoming a subject matter expert.

Please remember that your Mentor is NOT your tutor or marker, and is not expected to teach you about your topic or project, or provide templates for completion. Mentors who provide templates to their students are likely to be reported to ACCA for further action.

In the third meeting that you have with your mentor, you are expected to give your presentation which should last no more than 15 minutes.

BSc Admin Team