

BSc Applied Accounting

RAP submission

Tips and hints - FAQs

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Oxford Brookes University and ACCA recently held a RAP Submission tips & hints webinar. You can view [on demand](#) Students asked lots of questions in the session and we have collated your questions into FAQs to support you in your learning.

I understand I need to register to submit. Can I register now or do I have to wait until 1st November?

You need to wait until 1st November

Can I register first on the portal and come back later after few days to upload my work, or I have to do it one after the other on the same day?

Yes you can, but you do need to upload your work by 11 Nov (13:00 hours UK time)

I initially submitted in 2014 and I plan to resubmit in November 2020. When I register on the new portal, will it recognise a resubmission and how do I upload a re-submission statement?

The new submission portal will not recognise your re-submission. It will allow you to upload a resubmission statement as an appendix.

What happens if there are problems on the day when I plan to submit?

Please don't leave things to the last minute. If you do experience any issues make sure you have registered, and then contact acca@brookes.ac.uk (include your ACCA number) for advice. Attach your Research Report to this email as evidence of your intention to submit.

What happens if forget to upload something?

If you inadvertently miss something from your submission, please send an email to acca@brookes.ac.uk with the file attached. Please include your ACCA number in the email.

Do the reference list and appendices have to be separate documents or can they be at the end of the report?

These must be separate documents.

What is included in appendices?

Appendices are not compulsory but are where you can provide additional information. If you have conducted primary research then you must include your permission letter (or email from programme lead stating that this has been approved), your questionnaire or interview guide. If you are resubmitting you will include a resubmission statement as an appendix. Do not upload the Annual Reports as pdf documents. If there are particular extracts from the Annual reports that you think are important then create a pdf of just that information, or reference the page number in your work.

I didn't use the annual report through the URL directly. I downloaded the report and used the Financial Statements. Can I upload the BS, PL, and cash flow as appendices?

Yes as long as the total file size is less than 2MB. In your in-text citation, you can refer to the page number in the Annual Report (eg ABC plc, 2018, page xx). In the reference list you will include the URL (from where you downloaded the report) and the date you accessed it. It will appear like this

ABCplc (2018) Annual Report available from URL (accessed date)

Is there a requirement to upload the extracts of the financial statements for T8 & T15?

If you think it is relevant, then providing appropriate extracts from the financial statements as an appendix is acceptable. There is a limit on the size of appendices of 2MB.

I have chosen Topic 8, and I'm using the FS years from 2017 to 2019. This is correct?

It depends when the last set of financial statements was issued - they need to be the most recent set

of Financial Statements. The Information Pack has more detailed information on dates.

For topic 8/15, must the company & comparator have the same financial year end?

No, they don't have to have the same financial year end. In your analysis do take into account anything material/significant that may have happened between the two dates and reflect this in the discussion.

When do we write about the comparator? Is it from part 1 the research to the end or just at the part 3 analysis part?

You can introduce, and justify your choice of comparator in part 1. When applying accounting and business models and analysing the external environment, you may find information about the comparator useful in highlighting an argument (for example, a response to an external factor). In section 3 looking, at analysis and evaluation, you can use the comparator to highlight different approaches, or if both companies have responded to an external factor in a similar way, then evaluate the relative success. The comparator is there to help you analyse the performance of the main organisation.

Referencing

The assessment criteria states that referencing should be applied systematically and methodically. What does methodically mean?

It means consistently and with purpose.

Can I use the referencing tool in Microsoft Word?

Yes, the OBU standard is Harvard (author date system) but any recognised referencing system (such as APA) is acceptable.

Is it ok to use sources that may only available through subscriptions e.g. FT articles?

Yes that is fine. You still need to include the in text citation and include the source in the reference list.

Is the use of the Saliency Model appropriate and relevant?

This would depend on the topic you are looking at. If you think this model is appropriate, include this justification, and the use the model to support your analysis and evaluation

In May 2020, there was an extension to the submission window. Is there going to be an extension on the November submission period?

No, the extension in May 2020 was offered as we were all adjusting to the impact of Covid. If you are not ready to submit in November then please wait until May (if you are still eligible to submit then)

P41 is my last opportunity to submit under the 10 year rule, but because of Covid19 I don't think I will be ready. What can I do?

There is not an automatic extension to P42 due to Covid-19 but it is possible to apply for mitigating circumstances. Please contact acca@brookes.ac.uk for guidance. .

Tables can be used very effectively to present information. Are these included in the word count?

The word count includes all words, including those in table, charts and graphs and the titles of figures, charts or graphs.

How is my degree classification calculated?

Your grade for your RAP is combined with the average of your Applied Skills papers (excluding any papers that you have exemptions for). The Information Pack has more detail.

Where can I check my OBU status?

You should be able to see whether you are opted in on your myACCA page. If you are unsure then contact OBU at acca@brookes.ac.uk

I didn't pass the Research Report, but did pass the SLS. What do I need to resubmit?

If you do not change topic or organisation, then work on the research report and resubmit this. Your pass on the SLS will be carried forward. You can upload your original SLS if you wish.

Can my mentor help me with the SLS?

Your mentor will help you reflect on your learning and your approach to the RAP. They should definitely not write your RAP otherwise it would not be your work and could result in an academic conduct investigation.