BSc project submissions portal

The RAP Submission period 40 will open on Friday 1 May 2020. **The closing date for submission is Wednesday 27 May 2020 at 13:00 UK time.**

Appendix 10 of the Information Pack is a checklist. This has been designed to help you prepare your RAP appropriately. Please refer to this and check you have done everything that is necessary. You do not need to upload this.

You cannot submit documents prior to 1 May 2020.

Please read the following information carefully and follow these instructions.

Step 1 Registration

You will need to go to the submission portal where will you will need to create an account.

Please note that the information here is vitally important for your progress and award. Be very careful to enter your ACCA number and date of birth accurately. These are used to verify your identity and to check your eligibility. If you get your ACCA number wrong then the data we receive from ACCA could be incorrect and you may be declared ineligible for the award.

We will also ask for a postal address. All of our communication with students is through email. We need up to date postal addresses so we can send out degree certificates to successful students. This is likely to be in 8 or 9 months time. So if you are someone who moves around regularly or is switching address during this time period it is vital you give us a postal address from which you can collect your certificate.

Please see the pdf document Registration on the Oxford Brookes RAP submission portal for further guidance.

Submission portal link: https://oxfordbrookes.calibrandtest.com/welcome.jsp

Step 2 Submission

Once you have registered you need to upload your documents, submit your project. Once you have uploaded your documents and submitted your project, you are taken to the payment page (see step 3).

Please see the pdf document Submission of Research and Analysis Project.

Again please take your time and follow the instructions carefully.

If you encounter any issues in the final hour before the deadline please email the programme administration (acca@brookes.ac.uk) outlining the issue and include your ACCA number. Please attach the documents you wish to submit as this

demonstrates your intention to submit. Not attaching the documents may result in a refusal by the programme to accept your submission.

Please ensure that all of the files you want to upload are less than 10MB and the SLS is less than 250kb.

Step 3 Payment

You are required to pay a submission fee to Oxford Brookes University. The fee is £380.

Once you have submitted your project you will have the opportunity to proceed to payment. Please follow the instructions carefully.

It is not necessary to pay at the point of your submission however the University will not award any students their degree if there are outstanding fees owed. You can return to the submission portal and make a payment at any time within the submission period.

If you do not have access to a credit or debit card, please send a cheque or banker's draft for £380 sterling payable to "Oxford Brookes University"(with your name and ACCA number on the back) to:

Angela Crosbie, ACCA Office
CLC 130, Oxford Brookes Business School
Oxford Brookes University
Oxford OX3 0BP, UK

Finally

Any communication will be sent to the email address you have provided. If you change email address please update your account in the system.