

Structure, Word Count and Presentation

The word limit for your Research Report is 7,500 words, this is the maximum and not an absolute (*you are not asked to produce exactly 7,500 words*). The word limit includes everything from the start of the title page to the end of the **conclusion**; it does not include the List of References and the Appendices.

Please read **Section 7** of the Information Pack for details.

Oxford Brookes University recommends the following structure and approximate word distribution for your Research Report. We believe that this will allow you to demonstrate all of the required technical and professional skills, and graduate skills in sufficient depth. It is important to note that **words included in tables, pictures and graphs** within the body of the report are included in the word count, appendices including financial statements are not included in the word count and the list of references is also not included in the word count.

Each part has recommended maximum limits, as follows:

PART 1 - Project objectives and overall research approach – approximately 1,000 words

The first part of your Research Report 'sets the scene'. It should include the following:

- The reasons for choosing your project topic area and choosing the particular organisation that was the focus of your research work;
- What you wanted to find out in your research work;
- An explanation of your overall research approach;

PART 2 - Information gathering and accounting / business techniques – approximately 2,000 words

The second part of your Research Report should provide more detail about

- (i) the information that you have gathered and
- (ii) the accounting and business techniques you have chosen to apply to this information.

It should include the following:

- The sources of information from which you have obtained relevant data;
- A description of the methods used to collect information, including online access;
- A discussion of the limitations of your information gathering;
- Identification of any ethical issues that arose during your information gathering and how they were resolved;
- An explanation of the accounting and / or business techniques you have used, including a discussion of their limitations

PART 3 - Results, analysis, conclusions and recommendations – approximately 4,500 words

The third part of your Research Report should provide a detailed account of what you have found from the application of your chosen accounting and business techniques to the information that you have gathered. It should include:

- A description of the results you have obtained and any limitations
- Presentation of your results in an appropriate form e.g. tables, graphs, pie-charts
- A critical analysis / evaluation of your results which includes an explanation of your significant findings
- Your conclusions about your research findings and how well you have met your project objectives and research questions
- If appropriate, recommendations on specific courses of action to identified individuals within your chosen organisation.

You must stay within the specified maximum word count for the whole document. **Oxford Brookes University reserves the right to fail Research Reports which contain more than the maximum 7,500 words.** You are recommended to submit at least 7,000 words for the Project. You are asked to declare the **actual word count** of your project – not just the count that MS Word estimates.

Please note: Any standard text in a Research Report found to be submitted in picture format will be treated as copied and assumed to be plagiarised. Students should understand that such work will be subject to Academic Conduct scrutiny, their result may be deferred and face possible expulsion from the University and referral to ACCA.

The **Skills and Learning Statement (SLS)** is in **2 parts** and is the opportunity for you to demonstrate that you have developed the key 'graduate' skills of **self-reflection** and **communication**. You will provide evidence of self-reflection by answering a number of questions. Your communication skills will be developed through the preparation and delivery of a presentation to your Project Mentor. You will submit a copy of the PowerPoint presentation or overhead slides that you used in your presentation to your Project Mentor as evidence of skills development.

Your SLS Reflection must be based on the following four questions:

1. Reflect on what you have learnt from the meetings with your project mentor, including the presentation that you gave to your project mentor?
2. To what extent do you think you have achieved the RAP research objectives you set?
3. How have you demonstrated your interpersonal and communication skills during the project work?
4. Reflect on how undertaking the RAP helped you in your accountancy studies and/or current employment role?

Each answer should be approximately 500 words, and the whole SLS must be between 1,800 and 2,000 words (from the start of the title page to the end).

Please note that there are no Page limits for the RAP, only file size limits. Please refer to Section 8.b, of the Information Pack