

Submission of Research and Analysis Project

If this is your first attempt, you first need to register. The guidance notes Registration on the OBU RAP submission portal will help you.

Before you start, make sure you know where you have saved all the documents you need. Make sure you have the correct versions of the documents. THE FILE NAMES MUST ONLY CONTAIN NUMBERS OR LETTERS AND NO OTHER TYPES OF CHARACTERS. WE RECOMMEND LABELLING YOUR FILES WITH YOUR ACCA NUMBER. FOR EXAMPLE, THE RESEARCH REPORT WOULD BE LABELLED 1234567RR.DOCX, THE SPREADSHEET 1234567EXCEL.XLSX

Each element, Research Report, Skills and Learning Statement, Reference list, Excel spreadsheet, Presentation slides, and appendices (including resubmission statement, if relevant) are known as assignments.

There are two stages in the submission process, uploading assignments (the various documents) and submitting the project. The payment of the submission fee follows after submitting the project.

Assignment file sizes

Type:	Assignment	5MB
Module:	Research Report	
Type:	Assignment	10MB
Module:	Presentation	
Type:	Assignment	250KB
Module:	Skills and Learning Statement	
Type:	Assignment	1MB
Module:	Reference List	
Type:	Assignment	2MB
Module:	Appendices	
Type:	Assignment	5MB
Module:	Excel Spreadsheet	

The Appendices would include a permission letter, questionnaire or interview guide (if you are collecting primary data) and a resubmission statement if you are resubmitting.

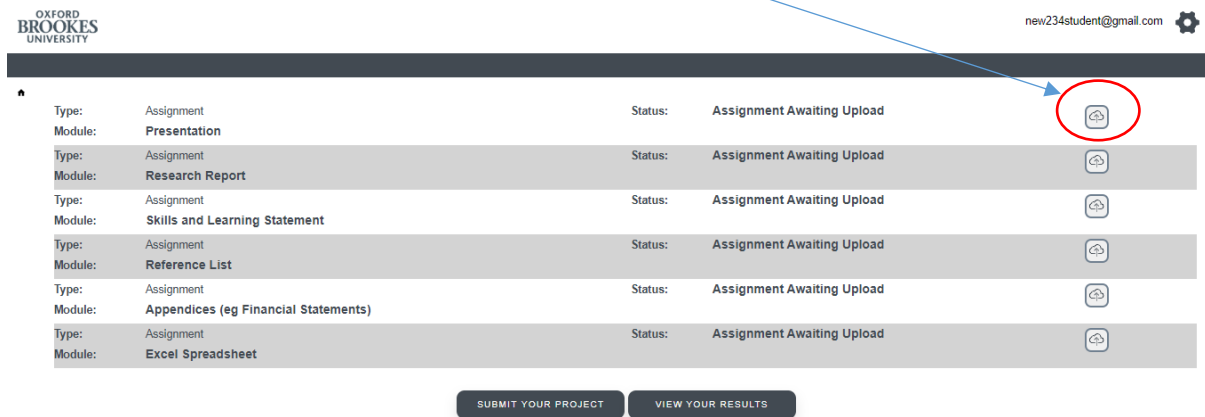
DO NOT UPLOAD copies of the Annual Reports. Include the URLs of the reports in the reference list.

Uploading an assignment

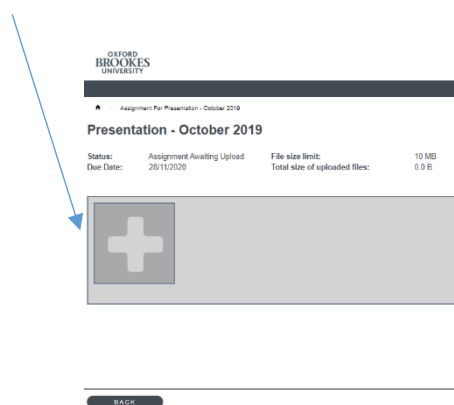
When you log in, this screen appears. You will upload each element (presentation, research report, skills and learning statement, reference list, excel spreadsheet and appendices). The research report and skills and learning statement are uploaded to turnitin. Once you have upload all the necessary elements you will submit the project.

This guidance explains this process.

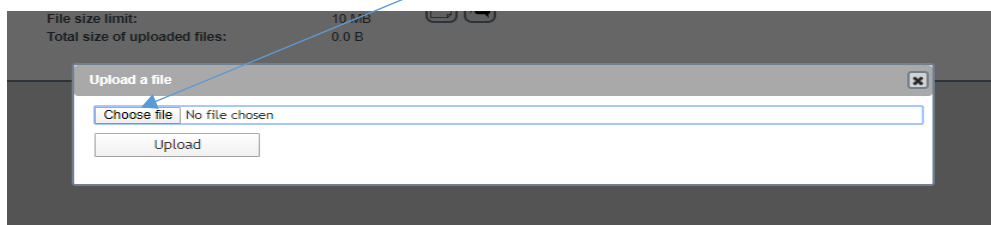
To upload the presentation, click on this icon



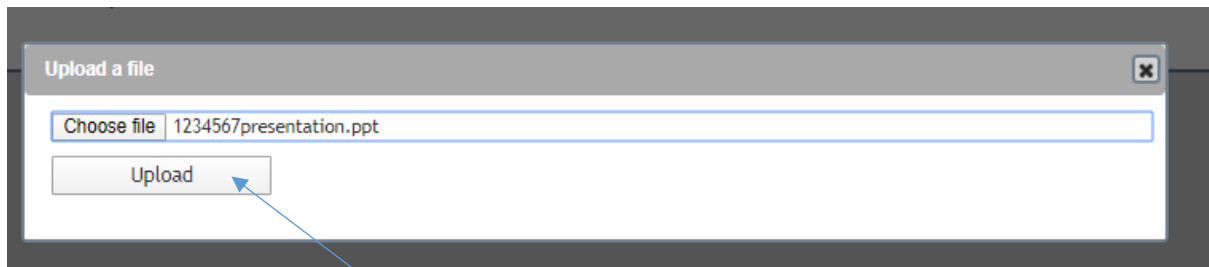
This screen will appear, click on the cross



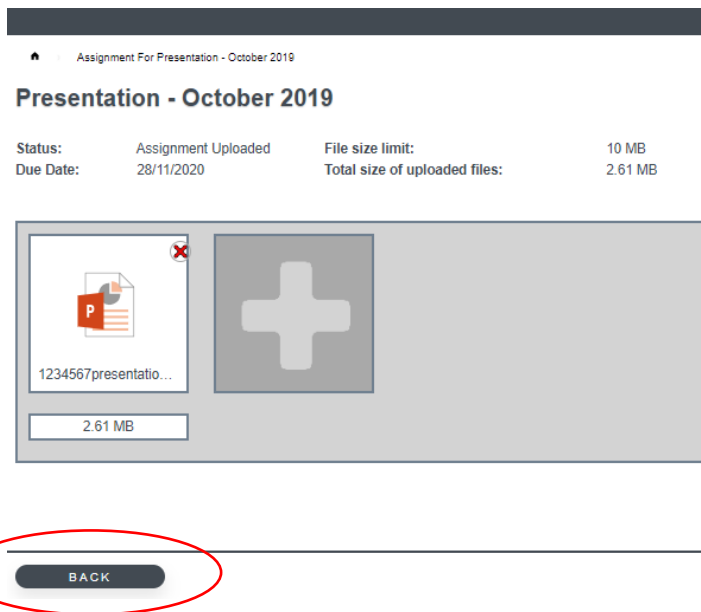
You will be asked to choose the file, choose the file from where it is stored on your computer



FILE NAMES CAN ONLY CONTAIN NUMBERS AND LETTERS. WE RECOMMEND INCLUDING YOUR ACCA NUMBER.



Once you have chosen the file, click upload, you will see this.



To return to the main menu click the back button

Deleting an uploaded file

It is possible to delete and re-upload any file except the research report and skills and learning statement (these are uploaded once into Turnitin, details below). If you wish to delete and re-upload a file, click on the cross in the top right corner. You will be asked to confirm the action.

Assignment For Presentation - October 2019

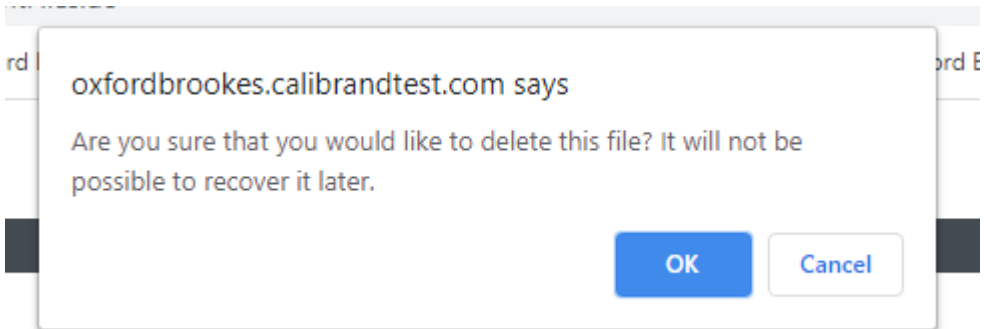
Presentation - October 2019

Status: Assignment Uploaded File size limit: 10 MB
 Due Date: 28/11/2020 Total size of uploaded files: 2.61 MB

Click on this cross to remove the file.

BACK

This is the message asking you to confirm.



Once you have clicked OK, you can upload another file, or return to the main menu using the back button.

Reference list, excel spreadsheet, presentation slides and appendices

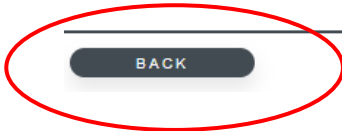
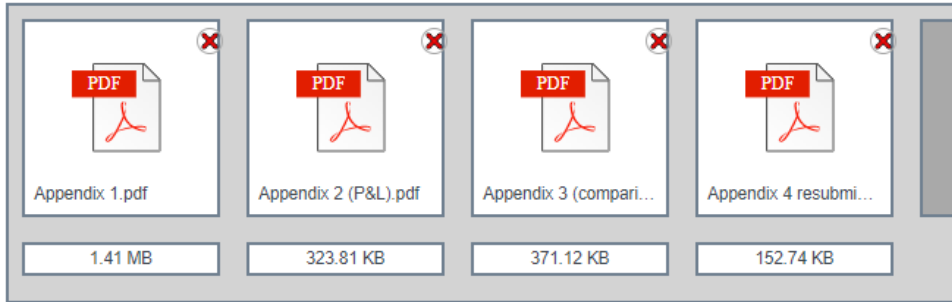
This process is repeated for the reference list, excel spreadsheet and any appendices. You can upload several appendices.

Appendices – uploading several files (files must be less than 10MB)

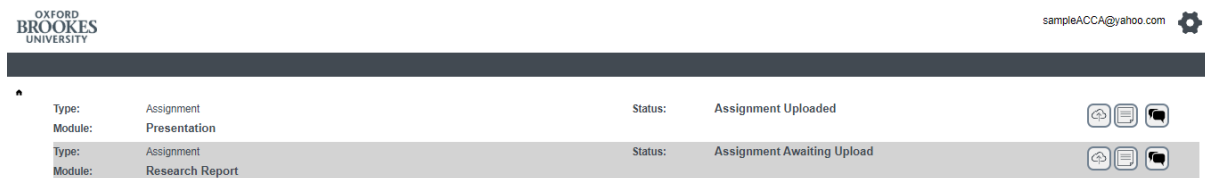
IF THIS IS A RESUBMISSION, THE RESUBMISSION STATEMENT IS INCLUDED AS AN APPENDIX.
 LABEL AS RESUBMISSION STATEMENT

Appendices can include extracts from financial statements, permission letter for primary research, questionnaire or any other information you wish to provide.

If you wish to upload several files as appendices, click on the cross icon to add another file



To return to the main screen, click Back button

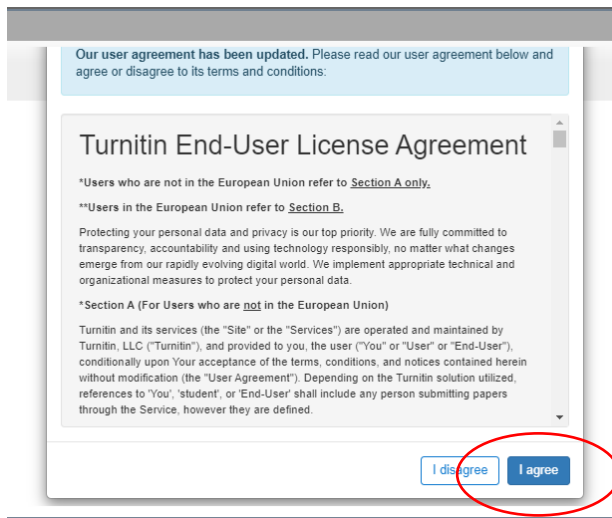


Where files have been uploaded you will see Assignment Uploaded. This is not the same as submitting the project.

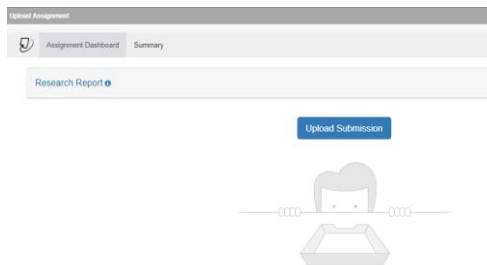
Research report and skills and learning statement

The Research Report and Skills and Learning Statement are uploaded into Turnitin. You will be first asked to agree to the terms and conditions of Turnitin. Click I agree

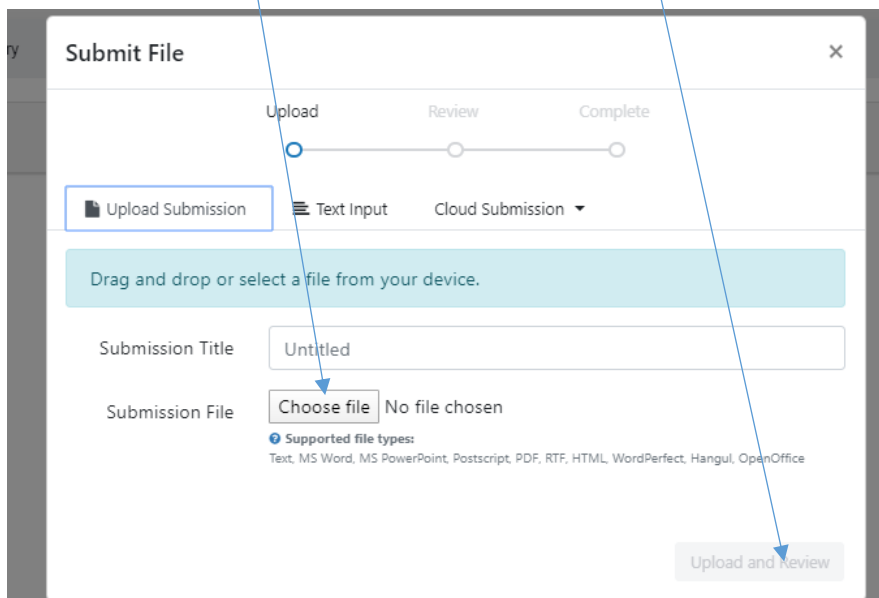
Check the word document for the Skills and Learning Statement is less than 250Kb



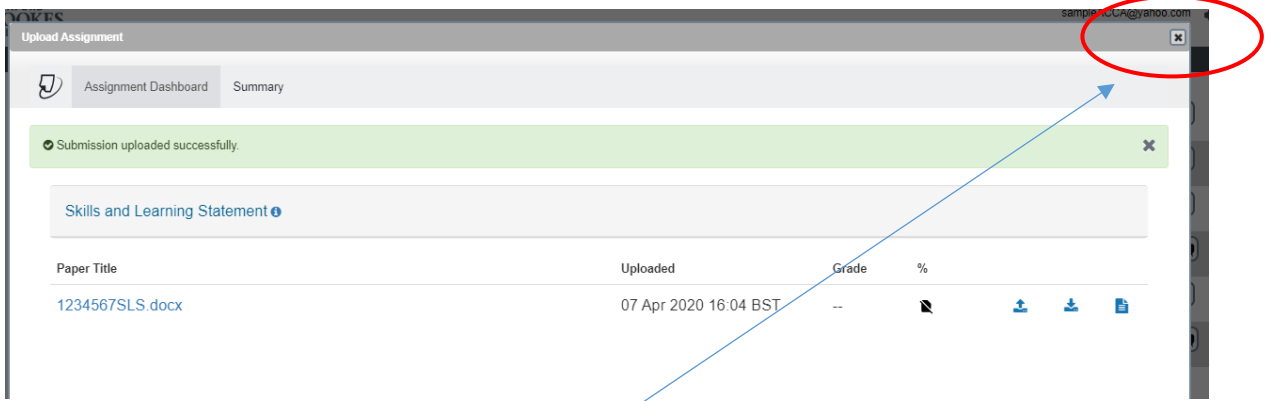
Click Upload submission



You are asked to choose file, then click upload and review



This may take a few minutes. You then click submit to turnitin

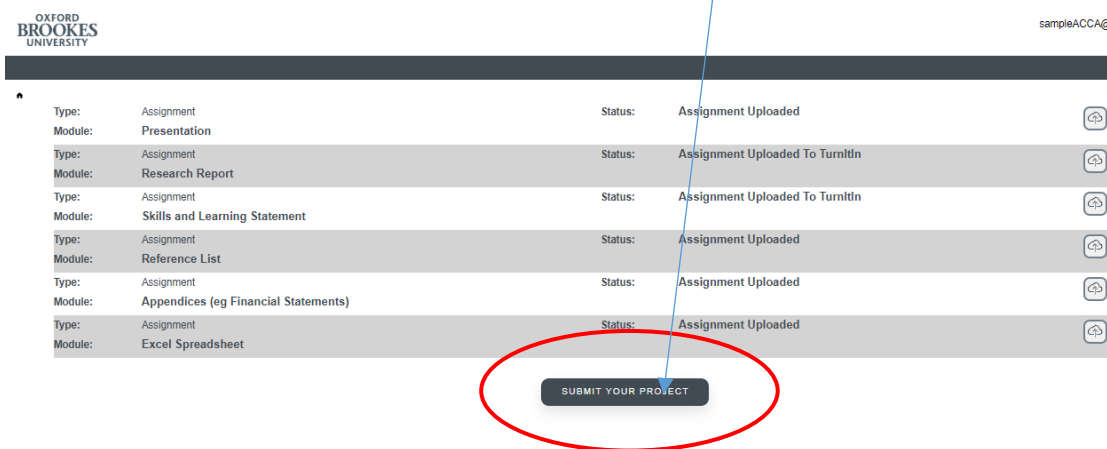


Click the top right corner to close the window and return to the main menu

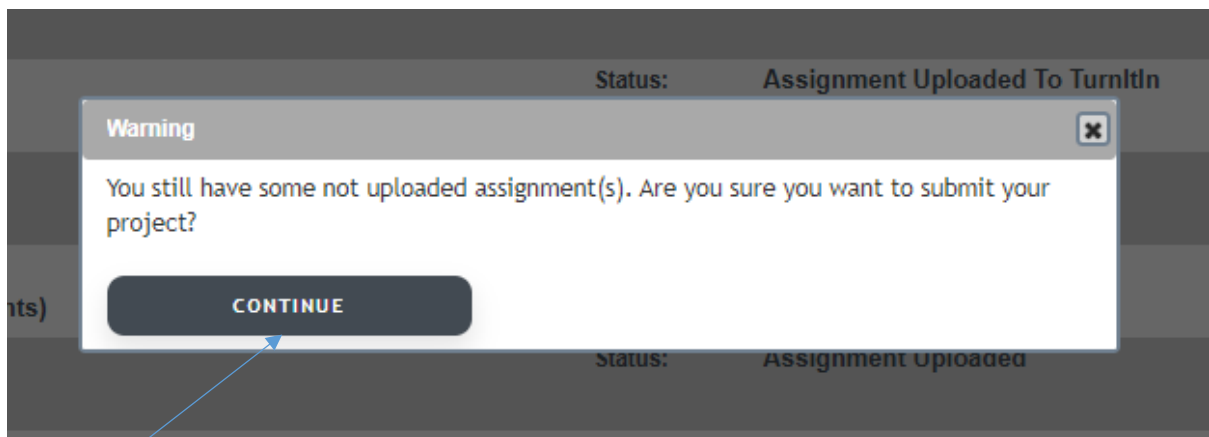
You can only upload the Research Report and Skills and Learning Statement once. Make sure you are uploading the correct file.

Submitting your project

Once you have uploaded all the necessary files, click submit your project



If you have not uploaded files for all aspects you will see a warning



Click continue when you are sure you have uploaded everything you need.

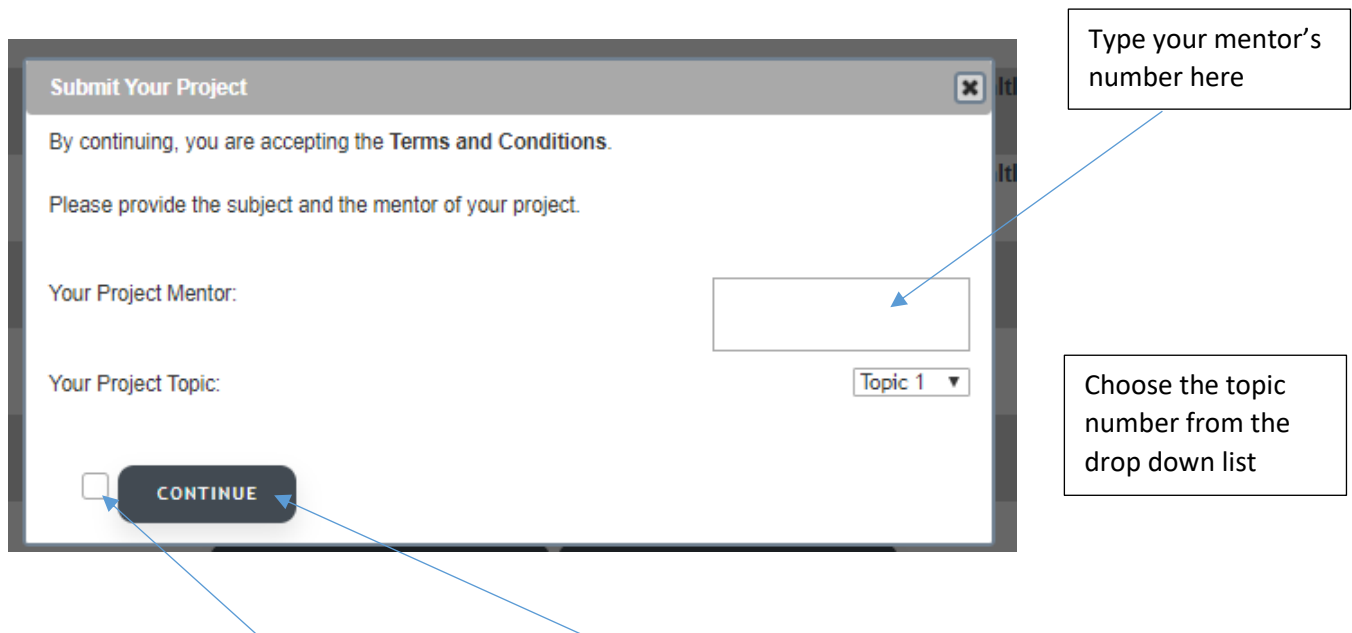
RESUBMISSION

If you are resubmitting your work then you may not need to submit all the files. The system does not know which files to expect from you. Please check you have uploaded everything you need to.

You do need to submit a Research Report and Skills and Learning Statement. If you have already passed one of these, submit the original document.

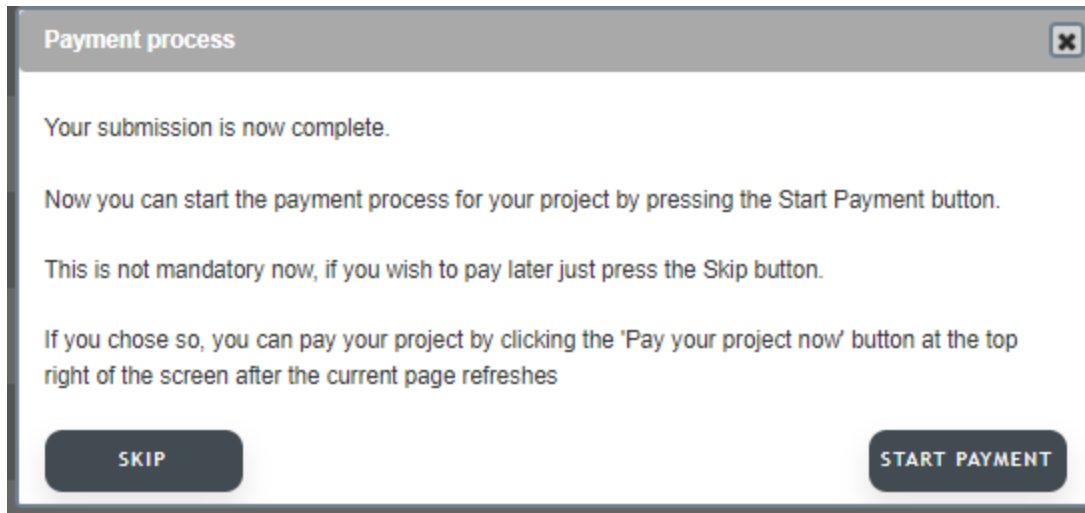
Details of your mentor

The next screen asks for your mentor's number, and the topic number. All registered mentors have a number assigned by OBU. Your mentor should provide this number. If there are any difficulties please contact accamentoring@brookes.ac.uk



You need to click on the box and then click continue.

The next screen confirms the submission process is complete and moves onto payment.



If you have any difficulties when submitting your work please email acca@brookes.ac.uk