

## **Oxford Brookes University BSc (Hons) Applied Accounting Notes to help your mentor**

### **Please give these three pages to your mentor**

Thank you for agreeing to be a mentor for this programme. The notes below outline what the student will expect of you and what Oxford Brookes University would like you to do to help the student towards obtaining the Oxford Brookes University BSc (Hons) Applied Accounting degree.

You should be interested in the progress of the Project but you are not expected to be a tutor. You would normally listen to the student's plans and may ask questions to help them reflect. If you can help the student think clearly about what they intend to do, then it will be an enormous help to them.

The student will need to have at least three meetings with you and what the student has to do in these three meetings is detailed on the next page.

Attached, also, is a page of suggested questions that you could ask - and some questions that you would not normally be expected to answer.

You do not need to have expert knowledge of the field of the student's research or in research methods. You should not expect to give the student direction on the content of the Project, relevant references or the design of the research.

You are not the student's assessor but Oxford Brookes would like confirmation that you participated in three meetings with him/her, that the student provided a satisfactory progress update, and gave a presentation that you observed. This confirmation, along with a statement of the capacity in which you qualify to act as a mentor should be included on the second sheet of the student's Submission Form, that is whether you are employer, manager, tutor or ACCA member.

We would also like some confirmation that the Project is the student's own work and we ask you to certify this in Section B of the Research and Analysis Project Submission form before the student sends their work to Oxford Brookes University.

Thank you again for participating in this Project.

**Programme Director, BSc (Hons) Applied Accounting  
Oxford Brookes University**

## **Meetings with your mentor**

The three meetings with your mentor, each of which should normally be about half an hour long, should follow the framework set out below.

### **Meeting 1 - at the outset**

To prepare for this you should have some proposals on the choice of topic, for your Research and Analysis Report and have embarked on preliminary investigation into the research areas and methods you may want to use. You should therefore take from this meeting a clear proposal of your choice of topic, research method and draft aims and objectives for your Report.

### **Meeting 2 - midway through your report**

At this stage you should have completed the gathering of information for your Report and have some initial views as to your findings. An interim update on your progress in the form of a word-processed document should be presented to your mentor. This will then provide the framework for your discussion at this meeting.

### **Meeting 3 - towards completion of your report**

You are required to prepare and deliver a fifteen minute presentation on your Research Report to your mentor, and if applicable your peer group (see option below). You should use appropriate presentation techniques in conjunction with your talk. You should be prepared to answer questions and provide explanations when requested.

Your mentor will be asked to provide confirmation that the three meetings took place in accordance with the guidelines above.

If it becomes necessary for whatever reason to change your mentor part way through the above framework, you will have to start again at Meeting 1 to allow your new mentor to verify your participation in all three meetings.

You may, if your mentor is happy to participate, arrange for further appointments in addition to the three compulsory meetings outlined in the above framework.

*NB: It may be useful for you to keep a personal diary of reflections on your meetings to help you when writing up your Key Skills Statement.*

### **Peer Group Presentation Option**

Where your mentor is working with more than one student, presentations in Meeting 3 can take place in a group. However, Meetings 1 and 2 must only involve the mentor and individual student. This will enable you to deliver your presentation to an audience, receive feedback from your peers and in turn, critically review the work of others.

*NB: The Research and Analysis Report must nevertheless be the work of the individual student and should not be carried out in a group. See the Oxford Brookes University Cheating Statement for more information on regulations regarding plagiarism, syndication and other forms of cheating.*

## Example questions for student/mentor meetings

### MENTOR

Questions a mentor might want to ask a student as they progress through the research, preparation and presentation of their Research and Analysis Report and Key Skills Statement

### STUDENT

Questions a student might want to ask their mentor as they progress through the research, preparation and presentation of their Research and Analysis Report and Key Skills Statement

### 1ST MEETING - PLANNING

What is your Report going to be about?  
How do you plan to do the Report?  
Why are you doing it in this way?  
What problems do you envisage?  
When will you do x, y and z?

I have considered the following alternatives – can I talk them through with you?  
This is my plan what do you think?

### 2ND MEETING - PROGRESS UPDATE

What difficulties have you had?  
How will you/have you overcome them?  
What are you going to do next?  
Are you on schedule/do you need to reschedule?

I have had this problem. Could you offer some advice?

### 3RD MEETING - REVIEW

What went well/badly?  
Does the Report meet its objectives?  
Does it make sense?

What went well/badly?

### Questions a student should not expect their mentor to provide the answers to:

What do I have to do to pass?  
What do I do next?  
What shall I read on this topic?  
What do you know about this topic?  
Will you structure my project for me?