

AFRICA PEACE AND SECURITY PROGRAMME

MPSA Portfolio Guidelines

201~~43~~-20164

INSTITUTE FOR PEACE AND SECURITY STUDIES
ADDIS ABABA UNIVERSITY



Africa Peace and Security Program – APSP
Institute for Peace and Security Studies – IPSS
Addis Ababa University



Table of Contents

- 1 Overview
- 2 Review of general degree requirements
- 3 Reinstatement
- 4 Extension of time to graduate
- 5 Formatting requirements
 - 5.1 Language
 - 5.2 Page size and specifications
 - 5.3 Font
 - 5.4 Margins
 - 5.5 Spacing
 - 5.6 Tables
 - 5.7 Figures and illustrations
- 6 Organization: Required sections, recommended document order
(Cover page, Copyright page, Approval page, Biographical sketch, Dedication, Acknowledgments, Table of contents, List of artefacts, List of tables, List of abbreviations, List of annexes or appendices, Body of portfolio, References, bibliography or works cited, etc.)
- 7 Submission process checklist
- 8 Assessment and grading rubric
- 9 Appendices
 - 9.1 Appendix A: Cover page
 - 9.2 Appendix B: Approval page
 - 9.3 Appendix C: Plagiarism declaration
 - 9.4 Appendix D: Font Samples



1.

Overview

Following the successful completion of all modules, participants in the Africa Peace and Security Programme (APSP) may opt to write a portfolio to fulfil a requirement for the Executive Masters in Managing Peace and Security in Africa (MPSA). **The portfolio, a collection of the participant’s work and an insight into the knowledge acquired, must be threaded with reflective and critical thinking, self-assessment of participants’ skills, knowledge and approach to solving security issues.** The portfolio allows participants to link course activities, experiences and work to their profession, career and beyond. The participant works with the facilitator ~~Team~~ until the process is over. The portfolio is then graded following a rubric that participants receive early during the programme ~~and graduation.~~

These guidelines seek to assist the participant and the facilitator on procedures and rules governing the preparation, organization and submission of the portfolio. The MPSA programme sets minimum formatting requirements and expectations. The quality of grammar use, punctuation, style and other mechanics are expected to be at the level of a master’s degree and are the participant’s responsibility. The format must meet Addis Ababa University specifications.

2. Review of degree requirements

You are expected to have:

- attended 85% of the program;
- earned a total of 20 credit hours (46.6 ECTS) with a minimum of B for each module;
- had your official transcripts (not a notarized copy) ~~transcript~~ of your undergraduate degree on file with the AAU Graduate School showing the conferral date.

3. Reinstatement

A participant who has completed his or her coursework and has been unable to complete the portfolio must reestablish status by submitting a general petition form to the Graduate School. The reinstatement is valid only for the period of a cohort (one year). No participant will be allowed more than one reinstatement (they apply each time). Please, contact the ~~Department of~~ Department of Education and Professional Development ~~Department development~~ well in advance for registration status.

4. Extension of time ~~To~~ graduate

Students who have exceeded their time to graduate must file a petition to request an extension within one month of the deadline of the period of reinstatement.

5. Formatting requirements

5.1 ~~L~~-Language

The portfolio must be written in English or French. A portfolio in Portuguese or Arabic will be possible **only if** the necessary conditions – supervision, document translation – are met.

Commented [B1]: Is this a heading?

Formatted: Font: 14 pt

Formatted: Font: 14 pt

Formatted: Font: 14 pt

Formatted: Font: 14 pt

Commented [B2]: Important point since some participants are sending postgraduate transcripts

Commented [B3]: Numbering???



5.2 Page Specifications

The page size must be A4 (or 216 × 279 millimeters). Other paper sizes are not allowed. If there is a need to use oversized pages or sheets for large maps, graphs, illustrations or other documents, we recommend the use of A3-size pages.

5.3 Typeface/Font

The portfolio must be typed in black ink on one side of A4 size paper using 11-12 font size text (see Appendix F for samples of recommended fonts).

Colour text is acceptable only in limited parts of your portfolio and for very specific purposes. Smaller font size (9-10 size are appropriate only for endnotes, captions, legends, etc..

5.4 Margins and numbering

Margins must be 3.81 cm on the left, 2.54 cm on all the other sides. The running head and the page numbers should be about 1.9 cm from the edge of the page. Pages should be numbered consecutively with the page number appearing at the centre of the footer (Check APA). Preface materials should be numbered in lowercase Roman numerals while the page numbering of the rest of the portfolio should be in Arabic numerals. Appendix pages are not numbered. The portfolio needs to address all modules and should be about ~~between~~ 8,000 words, including the prefaces (title, abstract, table of contents, acknowledgements, etc.), but excluding appendices.

5.5 Spacing

The document must be consistently double-spaced with the exception of quotations as paragraphs, captions, lists, graphs, charts, footnotes/endnotes, bibliographic entries, items within tables, and lists in appendices.

Irregular spacing and alignment may be used only to accommodate special text (e.g. poetry or piece of creative writing) presented in such formats.

6. Portfolio Organization: Required sections, recommended document order

The following table displays the recommended document order and page numbers.

Section	Numbering	Further suggestions and formatting recommendations
Cover page (Required) <i>Page is counted, but number should not appear on page</i>	(i)	Each one of the following items should be entered <u>centred</u> neatly and readably and appear in a separate line: Addis Ababa University, School of Graduate Studies, Institute for Peace and Security Studies, Managing Peace and Security in Africa Executive Master's Programme. Then follow with the title of the portfolio (title case) and then write your full name and student registration number. The month and the year go to the bottom. In all this, centre all items on this page and follow the house-style of the IPSS (See Appendix A1)

Commented [B4]: Should be in centimetres for consistence seeing we started with centimetres for the top and bottom margin.

Commented [B5]: Table of contents reflects Appendix A



<p>Copyright page/Signed plagiarism declaration</p> <p>(Required)</p> <p><i>Page is counted, but number should not appear on page</i></p>	(ii)	<p>A copyright notice must be written as a single item at the center of the page (vertically and horizontally). It should appear in the following format: © 2020 [your registered student name]. A page heading is not necessary.</p> <p>To obtain the copyright symbol, do the following:</p> <ul style="list-style-type: none"> • On Macs, press the “option” and “g” keys simultaneously. • On PCs, under the Insert menu, choose “symbol,” and select the © symbol.)
<p>Biographical Sketch</p> <p>(Optional)</p>	(iv) – only one page	<p>Insert a paragraph written in third-person voice, mainly about your academic history and trajectory.</p>
<p>Dedication</p> <p>(Optional)</p> <p><i>Type number on page</i></p>	(v) – only one page	<p>It could be in a language different from that of the portfolio. It is up to you to include what you want. Translation into English is recommended</p>
<p>Acknowledgements</p> <p>(Required)</p> <p><i>Type number on page</i></p>	(vi) – only one page preferably	<p>Written in first-person voice, it credits individuals that funded or made significant contributions to your portfolio work on one page only.</p>
<p>Table of contents</p> <p>(Required)</p> <p><i>Type number(s) on page(s)</i></p>		<p>It must accurately and consistently reflect the organization of the portfolio, clearly showing the page on which each section starts, the major headings, sub-headings and third level headings. It must not include ranges of numbers.</p>



<p>List of artefacts (Required) <i>Type number(s) on page</i></p>	<p>Preferably not more than one page</p>	<p>Must be on a fresh page</p>
<p>List of illustrations, maps, etc. (if any) (Required) <i>Type number(s) on page</i></p>	<p>Preferably not more than one page</p>	<p>Must be on a fresh page.</p>
<p>List of tables (if any) (Required) <i>Type number(s) on page</i></p>	<p>Preferably not more than one page</p>	<p>It must be clear, simple, accurate and descriptive enough for easy navigation. The list should be single-spaced and must indicate the title of the table/figure/ illustrations and the page on which it is found in the document. There should be separate pages for “List of Figures,” “List of illustrations,” or “List of tables” even if there is only one example of each.</p>
<p>List of abbreviations (if any) (Required) <i>Type number(s) on page(s).</i></p>	<p>Preferably on a single page</p>	<p>Must be on fresh page</p>
<p>List of annexes or appendices (if any) (Required) <i>Type number on page</i></p>	<p>Preferably on a single page</p>	<p>Any document that is not essential, but that is relevant to your work – additional data, survey, interview protocols, other research instruments – may be included as appendices. “You do not have to use appendices but if you do, list them.</p>
<p>B□□□□□□□□ portfolio □ □□□□□□□□□□ <i>Type numbers on pages</i></p>		<p>Introduction, Module 1-5, Understanding the connections between yourself, your work/career, peace and security sections/chapters depending on the nature of the investigation. Use your own discretion.</p>
<p>References, bibliography or works cited (Required)</p>		<p>This section begins on a new page. You are not expected to have a lot of references, but you cannot refer to class materials and other materials without referencing them. References must follow APA style</p>

Commented [B6]:



Type number(s) on pages		(See Moodle). References may be single-spaced within each entry and should include 24 points of space between entries. Make sure your sources are credible.
<input type="checkbox"/> ppendices (Required) Type number(s) on pages		Could be necessary if you show very long tables: original research instruments of interest to some readers are usually appended (e.g., a questionnaire, a focus group discussion guide, pictures). If you display appendices, they must appear after the text and before the References/ Bibliography or Works Cited.

7. Submission process checklist

Portfolio submission process:

1. Spelling, grammar and formatting must be checked and corrected before submission. The submission is final.
2. **Name your file as follows:** first and last name/MPSAPortfolio (e.g.: AnitaMutisiMPSAPortfolio)
3. **Convert it to PDF**
4. **Send it to your facilitator** for his or her approval and signature (see approval page appendix)
5. **Submit both the electronic and spiral bound or three-punch holed binder (including the approval page) to the Educational and Professional Development Office immediately.**
6. **Submit used artefacts and supporting documents organized according to modules.**

8. Assessment and grading rubric

Either your facilitator or an external examiner will grade your portfolio following the rubric that was handed out to you and that can be found on Moodle.

- **Proficient (85% and above):** A portfolio awarded this rating is deemed to be rich, original, well organized, well written and edited. It should be exemplary in the selection of artefacts and reflections on the overall learning experience. It should capture the essence of the course, demonstrates clearly what the participant has learnt, and show creativity.
- **Acceptable (75-84%):** A portfolio awarded this rating demonstrates a **mature** and sustained critical engagement with theoretical and practical context of the course. It should demonstrate, to a large degree, that the participant has understood course concepts and contents, has had serious insights about the connection between the course and his or her work, and career. It ought to be relatively well-organized, written and proofread, and the selection of artefacts must be relatively good.
- **Inadequate (65-74%):** A portfolio of this rating need not necessarily be a contribution of new knowledge, but should show sound judgment, clarity of thought and presentation



Africa Peace and Security Program – APSP
Institute for Peace and Security Studies – IPSS
Addis Ababa University



The portfolio ought to be barely well organized, written and proofread, and the selection of artefacts must be inadequate.

- **Unacceptable (50-64%):** The portfolio demonstrates some understanding of debates and issues appropriate to the course. It may be weak in the selection of artefacts, presentation, organization, analysis, and/or interpretation and connection to the participant's work and learning experience. It exhibits a poor quality of reflections.

9. Miscellaneous Issues

1. Plagiarism

Plagiarism is unethical and illegal. It is not only directly copying of textual materials, without acknowledgment, but is also using others' ideas or findings without acknowledgement. An "F" grade will be awarded to plagiarized portfolio and the candidate will be dismissed from the IPSS Program/the University.

2. Right reserved

The Institute reserves the right to modify these guidelines when the need arises. In such a case, new guidelines will be communicated to participants.



The Africa Peace and Security Programme
 INSTITUTE FOR PEACE AND SECURITY STUDIES
 ADDIS ABABA UNIVERSITY



Appendices

Appendix A Cover page

Addis Ababa University

School of Graduate Studies

Institute for Peace and Security Studies

Africa Peace and Security Programme

Portfolio title
 (In title case italics).....

Your full name
 (In title case italics).....
Your university identity number.....

Name of portfolio supervisor

*A portfolio submitted to the School of Graduate Studies of Addis Ababa University
 In partial fulfilment of the requirements for the
 Degree of Master of Arts in Managing Peace and Security in Africa*

Addis Ababa
Month and year of submission.....



The Africa Peace and Security Programme
 INSTITUTE FOR PEACE AND SECURITY STUDIES
 ADDIS ABABA UNIVERSITY



Appendix B
Approval page

Addis Ababa University
 School of Graduate Studies
 Institute for Peace and Security Studies
 Africa Peace and Security Programme

Portfolio title
 (In title case italics).....

Your full name
 (In title case italics).....
Your university identity number.....

Approved by

Supervisor's Name	Signature	Date
.....

Education and Professional Development Lead's Name	Signature	Date
.....

*A portfolio submitted to the School of Graduate Studies of Addis Ababa University
 In partial fulfilment of the requirements for the
 Degree of Executive Master of Arts in Managing Peace and Security in Africa*

Addis Ababa
 Month and year of submission



The Africa Peace and Security Programme
 INSTITUTE FOR PEACE AND SECURITY STUDIES
 ADDIS ABABA UNIVERSITY



Appendix C
Plagiarism Declaration

Addis Ababa University

School of Graduate Studies

Institute for Peace and Security Studies

Africa Peace and Security Programme

Plagiarism Declaration

This portfolio is my original work, was not copied, has not been presented for a degree in any other university, and all the sources of the material used have been duly acknowledged.

Your full name
 (In title case italics).....

.....Signature.....

.....Date.....



The Africa Peace and Security Programme
INSTITUTE FOR PEACE AND SECURITY STUDIES
ADDIS ABABA UNIVERSITY



Appendix D

Font Samples

- Book Antiqua 11-12
- Palatino 11-12
- Bookman Old Style 11-12
- Garamond 14 (**only for Macintosh users**)
- Times New Roman 12
- Times 13-14 (Times 12 is not acceptable)