

AFRICA PEACE AND SECURITY PROGRAMME

MPSA Advanced Project 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



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1.

Overview

Following the successful completion of all modules, participants in the Africa Peace and Security Programme (APSP) may opt to conduct an advanced project to fulfil a requirement for the Executive Masters in Managing Peace and Security in Africa (MPSA). **The advanced project for this class is to give students the unique opportunity for participants to deepen expand their knowledge of a particular area or aspect of institutional social mediapractices in peace and security. Its objective is to understand the underlying the theoretical frameworks within which peace and security institutional practices occur, while, applying and critically apply-evaluating course concepts.**

The advanced project allows participants to link theory and course experiences to their work career, community and beyond. The participant works with an advisor ~~Team~~ until the process is over. The advanced project is then graded using a rubric that is distributed to participants beforehand.

These guidelines seek to assist the participant, the facilitator and the supervisor in the preparation, organization and submission of an advanced project. 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 meets Addis Ababa University specifications.

2. Review of degree requirements

To graduate, participants 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 advanced project 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~~ Education and Professional Development ~~Departmentvelopment~~ well in advance for registration status.

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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 ~~1-~~Language

The advanced project must be written in English or French. It could be in Portuguese or Arabic **only if** the necessary conditions – supervision, document translation are met.

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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 advanced project 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 advanced project and for very specific purposes. Smaller font sizes (9-10) are appropriate only for endnotes, captions, legends, etc.

5.4 Margins and numbering

Margins must be 2.54 cm on all sides. The running head and the page numbers should be about 1.9 cm ~~from~~ from the edge of the page.

Pages should be numbered consecutively with the page number appearing at the centre of the footer (Check APA Style on Moodle). Preface materials should be numbered in lowercase Roman numerals while the page numbering of the rest of the advanced project should be in Arabic numerals. Appendix pages are not numbered. The advanced project needs to address all modules and should be about of ~~between~~ 8,000 words, including the prefaces (title, abstract, table of contents, acknowledgements, etc.), but excluding appendices.

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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 to accommodate special text (e.g. poetry or piece of creative writing) presented in such formats.

6. 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	(i)	Each one of the following items should be centered <u>centred</u> neatly and readably and appear in a separate line:



<p>(Required)</p> <p><i>Page is counted, but number should not appear on page</i></p>		<p>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 advanced project (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 A4)</p>
<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. 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>Approval sheet to be signed by facilitator/supervisor</p> <p>(Required)</p> <p><i>Page is counted, but number should not appear on page</i></p>	(iii)	<p>This page must appear in the corrected and final version of your advanced project.</p>
<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 advanced project. It is up to you to include what you want. Translation in 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 and organizations that funded or made significant contributions to the advanced project work on one page only.</p>

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<p>Table of contents</p> <p>(Required)</p> <p><i>Type number(s) on page(s)</i></p>	<p>(vii)</p>	<p>It must accurately and consistently reflect the organization of the advanced project, 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 illustrations, maps, etc. (if any)</p> <p>(Required)</p> <p><i>Type number(s) on page</i></p>	<p>(iix) Preferably not more than one page</p>	<p>Must be on a fresh page.</p>
<p>List of tables (if any)</p> <p>(Required)</p> <p><i>Type number(s) on page</i></p>	<p>(ix) 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)</p> <p>(Required)</p> <p><i>Type number(s) on page(s).</i></p>	<p>(xi) Preferably on a single page</p>	<p>Must be on fresh page</p>
<p>List of annexes or appendices (if any)</p> <p>(Required)</p> <p><i>Type number on page</i></p>	<p>(xii) Preferably on a single page</p>	<p>Any document that is not essential, but that is relevant to your project – additional data, survey, and interview protocols, other instruments – may be included as appendices. “You do not have to use appendices but if you do, list them.</p>
<p>B□□□□□□□□ advanced project□</p> <p>□□□□□□□□□□</p> <p><i>Type numbers on pages. Begin Arabic numerals</i></p>		<p>Introduction, Rationale (indicate connection with course objectives and contents), Main Problem/Diagnosis, Project Goals, Methods Used, Limitations of the project, Evaluation, Recommendations Works Cited See Advanced project Contents Suggestions</p>
<p>References, bibliography or works cited</p>		<p>You are not expected to have a lot of references, but you cannot refer to class materials and your readings without having references. They must be listed alphabetically in an</p>

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<p>(Required) <i>Type number(s) on pages</i></p>	<p>ascending order, using authors’ surnames. This begins on a new page. References may be single-spaced within each entry and should include 24 points of space between entries. All in-text citations must appear in the reference list, and all references must be cited in the text. Make sure your sources are credible.</p>
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7. Submission process checklist

Advanced project submission process:

1. Spelling, grammar and formatting must be checked and corrected before submission. The advanced project is final.
2. **Name your file as follows:** first and last name/MPSAAdvancedProject (e.g.: LeilaGebrehiwotMPSAAdvancedProject)
3. **Convert it to PDF**
4. **Send it to your supervisor** for his or her signature (see approval page appendix)
5. **Submit both the electronic and two bound hard copies (including the approval page) to the Educational and Professional Development Office immediately.**

8. Assessment and grading rubric

Either your facilitator or an external examiner will grade your advanced project following the rubric that was handed out to you and that can be found in the Course Essential Documents folder on Moodle.

- **Excellent (85% and above):** an advanced project awarded this rating is deemed to be rich and original. It should be exemplary in the quality of reflections on the conduct of the project on the overall experience. The advanced project should clearly demonstrate that the participant is capable of transferring knowledge to a practical situation, and is capable of offering creative recommendations and solutions. The advanced project ought to be very well organized, written and proofread.
- **Very good (75-84%):** An advanced project awarded this rating demonstrates a **mature** and sustained critical engagement with theoretical and practical context of the course. The advanced project should clearly demonstrate that the participant is capable of transferring knowledge to a practical situation. The advanced project ought to be well organized, written and proofread.
- **Good (65-74%):** An advanced project of this rating need not necessarily be a contribution of new knowledge, but should show sound judgment, clarity of thought and presentation, and some creativity. The advanced project ought to be well organized, written and proofread.
- **Satisfactory (50-64%):** The advanced project 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.
- **Fail (<50%):** There is deficient understanding of course topics, poor presentation and organization of advanced project, and insufficient reflective and critical analysis.



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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 acknowledgment. An "F" grade will be awarded to a plagiarized advanced project and the candidate will be dismissed from the IPSS Program/the University.

2. Right reserved

The Institute reserves the right to modify this guideline when the need arises and/or to put it in line with University wide procedures, rules and regulations.



The Africa Peace and Security Programme
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Appendices

Appendix A Cover page

Addis Ababa University

School of Graduate Studies

Institute for Peace and Security Studies

Africa Peace and Security Programme

Advanced project Title

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

Your Full Name

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

.....Your University Identity Number.....

Name of Advanced project Adviser

.....

*An advanced project 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
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Appendix B
Approval page

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

Advanced project Title
 (In title case italics).....
 Your full aame
 (In title case italics).....
Your university identity number.....

Approved by

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

*An Advanced Project 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



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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 advanced project is my original work and has not been presented for a degree in any other university, and all the sources of the material have been duly acknowledged.

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

.....Signature.....

.....Date.....



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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)