



DR 282/2024

Rules and Regulations of the  
Master in Electoral Policy & Administration

A.Y. 2024/2025

Art. 1 Scope and Field of Application

These rules and regulations apply to students enrolled in the Master in Electoral Policy and Administration for the Academic Year 2024-2025. They serve as a supplementary document to the General Rules and Regulations established for students of Master programs and Advanced Education Programs offered by the Scuola Superiore Sant'Anna. Any referenced regulations in the General Rules and Regulations also apply.

Art. 2  
Application Procedure and Structure of the Master Program

The application procedure for the Master program is open year-round. However, the program has two annual intakes: one in October (12 October 2024) and one in April (12 April 2025). To be considered for the Autumn intake, candidates must apply before the 21st of September 2024. Whereas for the Spring intake, candidates must apply no later than the 22nd of March 2025. Late applications will be considered for the next round. Admitted candidates will be contacted shortly after the relevant deadline.

The educational syllabus for the Master Program comprises:

1. An online component lasting 9 months for a total of 470 hours (excluding individual study hours).
2. An optional internship of a minimum of 300 hours.
3. The drafting and public defence of the thesis lasting 3-5 months.
4. An optional residential component lasting a maximum of 2 weeks, to be held in autumn or spring at the premises of the Sant'Anna School of Advanced Studies. The residential component will only be organised if a minimum of 10 participants decides to attend and will be delivered in English.

Furthermore, students can attend specific modules. The application procedure for individual modules is open year-round. Students can apply anytime and start attending the modules soon after payment of the tuition fees. The MEPA Program encourages interested candidates to apply as soon as possible to ensure they have ample time to complete the application process and prepare for the program.



### Art. 3 Duration of the Master Program

The maximum duration allowed for the program is two years from the starting point of the master program.

Where a student has exceeded the two-year deadline, there is a possibility to re-apply free of charge to the Master program. The re-application process allows students to retain their academic progress, preserved credits, and already paid financial fees.

The starting point of the Master Program is determined by the closest available starting date following the payment of the first tranche of the tuition fee. For example, if the first tranche of the tuition fees is paid on the 5th of October 2024, the student will be eligible to start attending the Master Program during the Fall intake (on the 12th of October 2024). This date will also mark the beginning of the two-year timeframe provided to complete the Master Program.

Additionally, under well-justified reasons, students may have the opportunity to start the program and request an extension to make the first instalment of the tuition fees. Students must provide clear and compelling justifications for their requests in such cases. The decision to grant an extension for the payment of the first instalment will be at the discretion of the Master Director and the relevant administrative authorities. This provision aims to accommodate students facing exceptional circumstances that may temporarily hinder their ability to meet the initial payment deadline.

### Art. 4 Venue and Languages of MEPA

The lectures for the MEPA program will be conducted online in an asynchronous manner. This allows flexibility for students to access the lectures according to their schedules. The MEPA program is available in multiple languages, including English, Arabic, Portuguese, and French. Students have the option to choose their preferred language of instruction for the online lectures. The optional residential phase of the

program will take place in Pisa, at the premises of Scuola Sant'Anna. The residential phase will be conducted exclusively in English, providing a cohesive learning experience for all participants.

### Art. 5 Calendar of Modules

At the commencement of the Program, students will receive a comprehensive calendar outlining the submission deadlines for assignments and the sequence of compulsory and optional modules. This calendar will be provided in a handbook that presents the curriculum and structure of the Master program. Alongside the calendar, user guidelines will be included, providing students with information on program requirements, contact details of staff members, and a Q&A section for clarification. Any modifications or updates to the aforementioned details will be regularly communicated to MEPA students via email. Revised versions of the relevant documents will be sent to ensure students have the most up-to-date information. Special training sessions, such as synchronous lectures, exams, events, webinars, group work, or career coaching, will be scheduled for specific dates and times. Students will receive prior notification of these sessions at least two weeks in advance, enabling them to plan and participate accordingly.

### Art. 6 Attendance Requirements of Virtual Classes and Internships

For virtual classes, students have 24/7 access to online courses and are expected to attend the predetermined compulsory and optional modules. Regular and active participation is required to ensure effective learning.

Students who choose to undertake an internship as part of their Master Program must inform the Didactic Coordinator of their decision in advance. Upon completion of the internship period, students are required to submit an internship attendance register duly signed by their internship supervisor to the Master's secretariat.



Internships should last at least 300 hours and can be carried out during or, preferably, after the online phase. In accordance with the attendance requirements specified in the General Rules and Regulations for students of Master programs and Advanced Education Programs, students must not exceed an absence of more than 10% of the internship duration. If an internship is successfully validated, students are allowed to submit a Master's thesis consisting of a minimum of 7,000 words and a maximum of 10,000 words instead of the standard thesis requirement of a minimum of 15,000 words and a maximum of 20,000 words (for students who do not undertake an internship). Students attending the Arabic or Portuguese version of the MEPA program must provide a copy of their thesis in English. Students attending the Master's program in French can submit a copy of their thesis in French. Likewise, students who choose to participate in the optional residential phase and earn the corresponding academic credits must not exceed an absence of more than 10% of the compulsory activities.

The staff of the Master's secretariat reserves the right to verify students' presence at the internship location or during the optional residential phase.

#### Art. 7 Didactic Requirements

In order to assess individual learning, during the online phase, students will have to take an exam at the end of each module, according to a schedule that will be timely notified. More specifically, for each module, there will be:

- Self-assessment quizzes (with automatic answers) to be taken during the module with the purpose of guiding the learning progress of participants and
- A final 'exam', which could be in the form of an essay, a simulation, an activity to be performed on the MEPA platform, etc., at the end of each module to objectively evaluate the learning experience and validate the completion of the module.

Additionally, special session exams may be conducted at the end of or during specific courses. These exams may include multiple-choice tests, coursework assessments, student individual and group presentations, simulation or role-playing exercises, virtual class debates on assigned topics, paper exams, proposal writing, and other suitable modalities. The specific details and requirements for these exams will be communicated promptly for each respective course.

#### Art. 8 Technical Requirements (Hardware and Software)

To access the desktop/laptop version of the MEPA e-learning platform, the Sant'Anna School of Advanced Studies and its partners recommend that students have the following minimum hardware and software requirements:

- Platform: Windows 95, 98, 2000, NT, ME, XP or superior; MacOS 9 or MacOS X; Linux
- Hardware: 64 MB of RAM, 1 GB of free disk space
- Software:
  - Adobe Acrobat Reader
  - Adobe Flash Player
  - Microsoft Office (Windows or Apple version) or Open Office
- Browser:
  - Google Chrome 30.0
  - Safari 6



- Internet Explorer 9 (IE 10 required for drag and drop of files from outside the browser into Moodle)
- Firefox 25.0
- Note that JavaScript, Cookies and Popups must be enabled
- Modem: 56 K

For the mobile version, students are requested to install the Moodle Mobile app, and the platform can be accessed both with Android and iOS. For technical problems related to the MEPA platform, students can contact UNITAR's technical helpdesk at [mepa@unitar.org](mailto:mepa@unitar.org). If the student decides to discuss his/her final thesis via online programs, a webcam and a microphone are required. The student will also be asked to download video conferencing software such as "Skype", WebEx or Zoom.

#### Art. 9 Internship

Internships within the Master Program are highly encouraged but not mandatory for attaining the First Level Master's Degree. Students who wish to undertake an internship can discuss and agree upon the location, duration, and project theme in collaboration with the Master's staff and the host institution. It is preferable to finalise these arrangements by the end of the online phase of the Master Program. The duration of internships should be a minimum of 300 hours and can be completed either during or, preferably, after the online phase of the program. For students who choose to include an internship in their Master's Program, they will be allowed to submit a shorter Master's Thesis as outlined in Article 10.

#### Art. 10 Master Thesis

The Master Thesis should follow a rigorous research methodology. Students can obtain further guidance on the ethical guidelines established by the Scuola by contacting the Ethics Committee of the Scuola at [comitatoetico@santannapisa.it](mailto:comitatoetico@santannapisa.it). The thesis should contribute to the advancement of knowledge, either by creating new knowledge or further developing existing knowledge on a topic related to the Master's Program.

The topic under investigation for the Master Thesis should:

- Be of general interest, relating to institutions, juridical and administrative frameworks, or a social phenomenon related to electoral policy and administration.
- Introduce innovation to the doctrine, practice, jurisprudence, legislation, or administrative framework of the topics covered in the Master Program.

The Master Thesis must be approved by a committee appointed by the Rector of the Scuola.

The Master Thesis must be submitted and defended within the provided two-year duration of the Master Program, unless students have obtained an extension as outlined in Article 3.

Students who choose to undertake an optional internship shall develop a Master Thesis of at least 7,000 words and a maximum of 10,000 words (including references and appendices) related to the internship's content.

Students who do not opt for an internship are required to draft a Master's Thesis of at least 15,000 words and a maximum of 20,000 words (including references and appendices).

Students attending the Master program in Arabic or Portuguese are required to submit a copy of their thesis in English. They are also encouraged to discuss their thesis in English if their language skills allow it.

Whereas students attending the Master's program in French can submit the draft of their thesis in French and may choose to discuss the thesis in French or English based on their preference.



The supervision of the Master Thesis will be carried out by a member of the Academic Board, selected by the Director of the Master program. The selection of the supervisor, if suggested by the student, must be approved by the Director of the Master program. The choice of the supervisor will take into consideration the topic being investigated.

Students are also required to digitally upload their Master's Thesis to the Sant'Anna School of Advanced Studies' archive of online dissertations, following the timeline provided by the program's Secretariat.

Students can discuss their Master Thesis through online programs, such as Skype, or during the graduation ceremony held as part of the optional residential phase in autumn or spring.

Art. 11  
Structure of the MEPA and achievable credits

Compulsory & Optional Modules	Hours delivered	Achievable credits
1 - Elections and Voting as Instruments of Governance (compulsory)	20	2
2 - Electoral Legal and Regulatory Frameworks (compulsory)	30	3
3 - Electoral Management Bodies (compulsory)	30	3
4 - Electoral Systems and Managing Representation (compulsory)	30	3
5 - Understanding and Managing Boundary Delimitation (Optional)	30	3
6 - Political Parties, Campaigns, and Political Finance (compulsory)	30	3
7 - Electoral Planning and Budgeting (compulsory)	30	3
8 - Electoral Logistics (Optional)	40	4
9 - Voter Registration and Identification Systems (compulsory)	30	3
10 - Electoral Operations (compulsory)	30	3
11 - Gender and Elections (optional)	20	2
12 - Marginalized Electorates and Special Voting Programs (compulsory)	20	2
13 - Managing elections in public emergency situations (optional)	30	3
14 - Election Integrity in the Digital Age (optional)	30	3
15 - Civic and Voter Education (optional)	20	2
16 - Media and Elections (optional)	20	2
17 - Electoral Integrity and Malpractice (compulsory)	40	4
18 - Managing Electoral Security, Electoral Violence, and Preventing Election-related conflicts (optional)	20	2
19 - Elections in Fragile/Post Conflict contexts (optional)	30	3



20 - Electoral Justice Systems (compulsory)	30	3
21 - Electoral Observation, Evaluation and Validation (optional)	30	3
22 - Policy Advice and Electoral Reform (compulsory)	30	3
23 - Direct Democracy (optional)	20	2
24 - Leadership in Electoral Administration (optional)	20	2
TOT. Compulsory Modules (12 modules)	350	35
TOT. Achievable Optional Modules (to be chosen among those available)	120	12
TOT. (Pre-requisite for defending thesis)	470	47
Other didactic activities		
Type	Hours delivered	Achievable credits
Optional Internship + Final Thesis	Internship: min 300h	15
OR Final Thesis		
TOT.		62
Optional residential phase	20	5
TOT.		67

Upon successful completion of the Master Program, and subordinate to the evaluation of results and fulfilment and compliance with the Rules and Regulations of the Master in Electoral Policy and Administration, a maximum of 67 academic credits will be awarded according to the European Credit Transfer and Accumulation System (ECTS credits).

The allocation of ECTS credits is as follows:

- 47 ECTS credits will be awarded upon successful completion of the online compulsory and optional modules (as detailed in Article 12), and fulfilment and compliance with the Master Program Procedural Guidelines for Students.
- 15 ECTS credits will be awarded upon positive evaluation and public defence of the Master Thesis, which should be between 15,000 and 20,000 words. Candidates who choose to undertake an internship and successfully complete it will present a shorter Master Thesis of between 7,000 and 10,000 words.
- 5 extra ECTS credits may be obtained by attending the optional residential phase or by successfully completing additional optional modules.

To earn the First Level Master's Diploma, a minimum of 62 ECTS credits is required.

The MEPA syllabus comprises 12 compulsory modules and 12 optional modules. 2 to 4 ECTS credits will be awarded for each module upon completion of the said module (depending on the complexity of the module). MEPA participants should complete all the assigned compulsory modules and choose a series of optional courses based on their preferences. The credits corresponding to all the selected optional modules should reach a maximum of 12 ECTS credits. ECTS credits are issued upon completing an individual module



after a positive evaluation of the intermediate and final learning assessment tests and upon compliance with the obligations underlined in the Master Program Procedural Guidelines for Students.

## Art. 12 Marking Scheme

The assessment of student performance in each course takes into consideration participation in virtual classes and group work activities.

Grades in the Master program are assigned on a scale of 100 points. The minimum passing grade is 60 out of 100.

The interpretation of the grades is as follows:

- Above 90: Outstanding
- 69-79: Good
- 60-69: Pass

In the event of failure, a referral exam will be allowed and automatically added to the platform.

If a student fails the referral exam, the Master Director will determine the details and procedures for additional referral exams and communicate them promptly.

Once a course or module has been passed; it cannot be retaken to achieve a higher grade.

## Art.13 Diploma/Certificate Awarded

The First Level Master's Diploma is awarded to students who have successfully attained a minimum of 62 credits, in accordance with Article 3 of the Italian Ministerial Decree no. 270/2004. The degree is granted in accordance with the rules and regulations of the Italian and EU education system. However, it is important to note that due to its specific nature, the First Level Master's Degree does not provide general access to Doctoral studies (PhD and similar programs). Students seeking credit validation for admission to such programs must contact the appropriate institutions responsible for granting access to doctoral studies.

Furthermore, students who successfully pass all the required examinations for each individual module are awarded a Certificate of Completion.

## Art.14 Discipline and Plagiarism

While enrolled in the Master Program, students are expected to conduct themselves with honesty and respect towards all individuals and facilities associated with the program. This requirement is outlined in the General Rules and Regulations of the Scuola, the General Rules and Regulations for students of the Scuola's Master programs and Advanced Education Programs, as well as the Student Integrity Code of the Master in Electoral Policy and Administration (Annex 1). Any suspected violations of the standards outlined in these documents will be reported and addressed in accordance with the provided guidelines.

Students who believe they have been subjected to inappropriate behaviour by any staff member have the option to contact the Scuola Confidential Counsellor at [consiglieradifiducia@santannapisa.it](mailto:consiglieradifiducia@santannapisa.it).

All submissions, including coursework, essays, and reports, that are part of the Master Program's examination requirements must be expressed in the student's own words and reflect their own ideas and judgments. Plagiarism, which involves presenting another person's thoughts or words as one's own, is strictly prohibited and will be subject to appropriate penalties. It is crucial for students to exercise caution and diligence in their academic work.

The Scuola reserves the right to use plagiarism detection systems like iThenticate. Students found to be attempting plagiarism may face expulsion from the program if the Master Director deems it appropriate, considering the specific circumstances.



#### Art. 15 Visiting Students

During the optional residential phase of the Master Program, visiting students from universities with a formal agreement with the Scuola Superiore Sant'Anna may be granted permission to attend specific activities.

#### Art. 16 Didactic Material

All didactic materials for the Master Program will be provided in digital format, accessible through the Master platform. Students will have the ability to download and access the necessary documents for their coursework and studies. The availability of didactic materials in digital format ensures convenient and efficient access to resources, allowing students to engage with the content effectively.

#### Art. 17 Modules' Evaluation

As part of the evaluation process, students are required to provide detailed and anonymous feedback on each online module of the Master Program. This feedback should cover aspects such as module accessibility, clarity, relevance, and any other relevant factors. The evaluation forms will be available on the Master platform, and students will have the opportunity to complete them online. The anonymous nature of the evaluations allows for honest and constructive feedback, which is valuable for the continuous improvement of the program.

#### Art. 18 Additional services

**Library:** Throughout the Master Program, students will be given credentials to access the Scuola Sant'Anna's e-library. During the optional residential phase, students will be given a card, which entitles them to consult and borrow books based on the terms set forth by the Library Regulations.

**Helpdesk:** Throughout the online phase, students will be supported by a technical help desk managed by UNITAR for any problem related to access to the e-learning platform and the visualisation of its resources. The help desk is reachable 24/7 through a dedicated email address [mepa@unitar.org](mailto:mepa@unitar.org) and requests will be addressed in the shortest time possible, usually within two working day.

As for the optional residential phase, the following details are relevant.

**Badges:** Students attending the optional residential phase will receive a badge upon their arrival. The badge is necessary to access the canteen services, and it must be returned at the end of the optional residential phase.

**Canteen:** For meals (lunches and dinners during class days or free days, including weekends), students can buy a PIN code from O.U. General Services.

**Study space and computing services:** Students attending the optional residential phase will receive a personal Username and Password, valid throughout the optional residential phase. This will give them access to various available computer rooms of the Scuola (in different timeslots and on the terms set forth by relevant Regulations) as well as the wireless connection within the Scuola premises.

**Mail:** To be sent to: "Scuola Superiore Sant'Anna, Alta Formazione, Via Cardinale Maffi, 27, 56126 Pisa", specifying "Master in Electoral Policy and Administration" and the student's name. Mails will be delivered

during the lunch break or at the end of the afternoon classes during the optional residential phase. The Scuola cannot be responsible for re-directing or locating mail for you.





## Art. 19 Tuition fees

The total tuition fee for the Master Program is 10,000.00 euros, which can be paid in three instalments. To enrol in the Master's program, you must make a payment of 3,500.00 euros upfront. After 4 months from the start of the program, you need to pay the second instalment of 3,500.00 euros, and the third instalment of 3,000.00 euros is due 9 months after the program's start. The tuition fee covers academic and tutorial costs, didactic materials, access to university services, and administrative expenses. However, it does not cover travel expenses, visas, accommodation in Pisa for the optional residential phase, or other related costs. Candidates granted a fee reduction must pay the remaining amount as indicated in the admission notification.

Candidates admitted to the Master Program who fail to pay the tuition fees within the prescribed deadlines will not be able to request certificates of enrolment or attendance. Moreover, the exams of the respective candidates will not be corrected, and they will not be able to complete the Master's Program until they have fulfilled their financial obligations. Payment deadlines are crucial for the smooth running of the Master Program and to ensure that all students have equal opportunities. If students are experiencing financial difficulties, they can contact the Master Program Director to discuss potential solutions or to request financial aid if they meet the criteria for partial fee reductions or scholarships.

The fee for each MEPA module is determined by the number of credits assigned to it, which ranges from 2 to 4 depending on the complexity of the module. The fees are 700.00 euros for 2-credit modules, 850.00 euros for 3-credit modules, and 950.00 euros for 4-credit modules. Students who enrol in multiple modules receive a 10% discount on the fees for the second and third modules and a 15% discount on the fees for the fourth, fifth, and sixth modules. The order of the modules for calculating the reduction will consider the least expensive modules first, and the most expensive modules last to benefit the student. Students admitted to attending one or more modules must pay the instalment for the first module no later than one year after receiving the Letter of Admission and at least 5 days before attending the module.

The First Level Master's Diploma in Electoral Policy and Administration, as well as the Certification of Completion and the respective academic credits for individual modules, will be released only to those who have settled the tuition costs and passed the exams. Evidence of payment must be sent to the Secretariat of MEPA according to the pre-defined schedule.

## Art. 20 Student Insurance

Duly enrolled students are insured during the optional residential phase by an insurance policy for injury risk - no. 186755695- UNIPOL: The school provides insurance for students against the risk of injuries sustained

during participation in the courses and in all activities organised by the Contracting party (the School) in the exercise of its institutional activities, including participation in the planned education and/or training and/or research and all incidental, complementary activities, related and connected, preliminary and consequent to the main ones, however and wherever carried out and with any means or instruments deemed useful or necessary, none excluded nor excepted, provided that these activities are formally authorized by the Master's Director.

The insurance covers accidents suffered by policyholders (the students) on the occasion of transfers, travel and business trips made necessary to carry out activities during the optional residential phase, including the use of vehicles or means of transport of any kind.

The on-going risk from accommodation to the Scuola / meeting point is excluded.

Civil liability insurance policy - n. A2LIA01353H – Lloyd's: The School is insured against third-party liability for damage involuntarily caused to third parties due to an accidental event that occurred in relation to the activity's risks described in the policy. The insurance also applies to civil liability that may arise at the School through negligent or malicious persons for whose actions it is responsible.



Insurance policies during the optional internship phase:

During their internship, MEPA students are insured against accidents at work with INAIL (Italian government agency for the insurance against work-related injuries), using the special form of "management on behalf" of the State, INAIL Sant'Anna School of Advanced Studies no. 3144, under Articles 1 no. 28) and 4 no. 5) Presidential Decree 1124/65.

The guarantee for on-going risk remains excluded.

Subscribing to any health insurance and/or integrative policies during the optional residential phase, during the internship

Art. 21  
Safety

During the optional residential phase of the program, students are obligated to adhere to the health and safety regulations implemented at Sant'Anna School of Advanced Studies, the location of the program. These regulations are in accordance with Legislative Decree No. 81/2008 and subsequent amendments and integrations, which outline health and safety measures.

Participants will receive a summary of these regulations on the first day of the educational program. This ensures that students are well-informed about the safety guidelines and that all activities are conducted under secure conditions.

Throughout the internship period, participants are required to comply with the health and safety rules established at the premises where the internship takes place. The host organisation will provide individual participants with all the necessary information regarding health and safety guidelines relevant to their internship.



## ANNEX I STUDENT INTEGRITY CODE

The mission of the Master in Electoral Policy and Administration (MEPA) Integrity Code ("Code") is to promote the growth of ethically responsible students and future professionals in electoral fields through adherence to the highest standards of academic integrity and overall ethical conduct and to foster an environment of honour and trust within the MEPA community.

While representing herself or himself as a member of the Scuola Superiore Sant'Anna community, the MEPA student will maintain the highest standards of honesty and integrity.

In addition to this Code, all students are expected to fully know the Scuola Superiore Sant'Anna Rules and Regulations.

The MEPA Office will administer and maintain the Code, in consultation with the Administration of the Master programs and Advanced Education Programs and in close collaboration with the Legal Office of Scuola Superiore Sant'Anna.

### **Specific Standards**

#### ○ Representation

MEPA students are expected to represent themselves honestly in all oral or written statements. The student will not knowingly misrepresent any material fact to other students, faculty, staff, prospective employer, or anyone else while representing herself or himself as a member of the MEPA community, especially through, but not limited to:

1. Lying to prospective host organisation for the (optional) internship or employers, either directly through oral or written statements or indirectly through misrepresentation of background in resume;
2. Misrepresenting any material fact on an application, financial aid form, or other official documents, including the class register or
3. Lying to a fellow student, a faculty member, or an administrator in order to gain preferential treatment or avoid any sanction.

#### ○ Academic Pursuits

MEPA students are expected to represent themselves in academic products honestly and fairly. No specific set of rules or definitions can embrace every act of academic misconduct. A student who employs any form of academic deceit has violated the intellectual enterprise of the university.

In any case, a MEPA student will not knowingly use any dishonest method to gain an unfair advantage over other students in academic pursuits, especially through, but not limited to:

1. Cheating in examinations by using inappropriate or unauthorised materials, information, or study aids in an assignment or exam, including working in groups on any assignment that has been designated as an individual by the professor.
2. Misrepresenting the originality of one's work (plagiarism), particularly through failing to footnote the contributions of another, except as permitted by the instructor;
3. Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor;
4. Fabricating data by falsifying, distorting, or inventing any information or citation in academic work;
5. Submitting material obtained from another person or company or purchased from either. All papers and assignments submitted for a course must be the student's original work unless the sources are cited;
6. Misrepresenting one's state of health or personal situation to gain deferrals of examinations or extensions of academic deadlines.



- Property

Every MEPA student is expected to respect the materials, data, and property of other members of the Scuola Superiore Sant'Anna community. The student will not misuse or misappropriate materials, data, or any property of another, especially through, but not limited to:

1. Accessing, removing, or destroying any information, materials, or other property from another student's premises, locker, computer files, or mail folder without prior permission;
2. Accessing or removing without prior permission or hiding or destroying any records, files, job postings, or academic materials from the library, the teachers' offices or any other administrative office;
3. Divulging proprietary or confidentially provided information obtained for class assignments.

- Individual Rights

Every MEPA student is expected to respect the individual rights of others. Specifically, MEPA students will observe the Scuola Superiore Sant'Anna policies against harassment and discrimination. Any complaint of a violation of these policies brought to the attention of the MEPA Director will be referred to the appropriate body of original jurisdiction within the Scuola Superiore Sant'Anna.

- Reports and Adjudication

Any member of the university community - faculty, staff, students and others- with information concerning a possible act of academic dishonesty should report it to the MEPA Director.

Students have the right to a fair and complete inquiry into any alleged violation of the integrity Code. The MEPA Director will impartially gather evidence from the student, the complainant, and other appropriate parties and sources. The MEPA Director will review the evidence and findings with the student who will have an opportunity to respond to the evidence and may call witnesses.

At the end of the inquiry process, the MEPA Director will clear the student from the charges brought against her or him or decide which sanction or combination of sanctions is appropriate. The outcome is notified to the student in writing by the MEPA Director.

- Sanctions

Violations of the Code will be treated seriously, with special attention to repeat offenders. In assigning a sanction, the Director of MEPA will consider the seriousness of the offence and particular circumstances of the case.

Sanctions for a violation may include one or more of the following:

- An official letter of reprimand or censure;
- A failing grade for the assignment in which a violation occurred;
- A failing grade for the course in which the offense occurred;
- Other sanctions as appropriate, including, for example, remedial work, a lower course grade, and so on.

A Very serious violation may result in the student not being awarded the MEPA degree

- Appeals

Appeals must be made in writing to the Rector of the Scuola Superiore Sant'Anna within ten (10) business days after the date of written notice is delivered to the student's address on record.

Appeals are limited to the following grounds: new evidence that was not available at the time of the case's adjudication and that may affect its outcome, improper procedure that materially and adversely affected the earlier outcome of the case, and excessive sanction.

Appeals will be reviewed by the Rector of the Scuola Superiore Sant'Anna who may consult the written record of the case, the appeal request, and any person involved in the adjudication process or other appropriate party. The Rector of the Scuola Superiore Sant'Anna may affirm, modify, or remand the case to



the MEPA Director with instructions for further action. The decision of the Rector of the Scuola Superiore Sant'Anna is final.