



Sant'Anna
School of Advanced Studies – Pisa

Rector's Decree No. 775/2019

CALL FOR APPLICATIONS

FIRST-LEVEL UNIVERSITY MASTER PROGRAMME in “Electoral Policy and Administration”

ACADEMIC YEAR 2019/2020

in partnership with the United Nations Institute for Training and Research (UNITAR) and the International Institute for Democracy and Electoral Assistance (International IDEA).

Art. 1 – Start up

The Dirpolis Institute of the Sant'Anna School of Advanced Studies of Pisa has activated the IV edition of the first-level University Master Programme in “Electoral Policy and Administration”, pursuant to art. 3 of the Charter.

The Master Programme will be held online, with an optional residential phase in Pisa up to 3 weeks (usually during the month of May and of November, provided that there is a minimum of 10 students attending the residential phase). There are two possible starting dates per year: 1 October or 1 April.

Participants will have up to two years to complete the Master Programme. However, the usual duration of the Programme is one year.

Individual modules are also available.

The official language is English.

Art. 2 - ECTS

Obtaining a Master's Diploma gives entitlement to European Credit Transfer and Accumulation System (ECTS). A maximum of 67 academic credits will be awarded upon successful completion of the Master Programme, subordinate to evaluation of results and fulfilment and compliance of the Rules and Regulations of the Master in Electoral Policy and Administration.

More specifically, up to 47 credits can be awarded for successful completion of the courses included in the online phase. 15 credits will be awarded upon successful completion of the internship and positive evaluation of the Master Thesis (min 7.000 max 10.000 words) and its public defence, or the positive evaluation of the Master Thesis (min 15.000 max 20.000 words) and its public defence. The remaining 5 credits may be obtained by attending the optional residential phase and/or by successful completion of the optional additional online module.

A minimum of 62 academic credits is necessary to earn the First Level Master's Diploma.

2 to 5 credits will be awarded to individual modules (depending on the module), upon positive evaluation of the exam. Acquiring ECTS is subject to passing the intermediate and final learning assessment tests and complying with the attendance obligations envisaged in the Master Programme procedural guidelines for students.



Art. 3 – Educational objectives

The Master Programme has the educational objective of providing knowledge, methods and instruments which focus on:

- 1) Responding to a global, structural demand for qualified electoral administrators;
- 2) Contributing to reduce the gender gap in electoral administration by contributing to strengthen women's role in this sector, including in senior positions.

Art. 4 – Professional opportunities

The Master offers advanced preparation to those individuals interested in pursuing a career as professionals in the field of Electoral Policy and Administration and those already working in this field.

Art. 5 - Teaching and internal structure

The lectures covered by the Master Programme will adopt an intercultural perspective and a cross-disciplinary approach. Teaching methodologies will rely on the analysis of real situations and concrete examples, and will include a high number of drills, simulations and/or role-plays.

The educational syllabus for the Master Programme includes:

1. Online component – 9/10 months for a total of 480 hours (excluding individual study)
2. Optional internship – min. 300 hours
3. Preparation and public defence of the thesis – 3 months
4. Optional residential component – max. 3 weeks to be held in autumn and in spring at the Scuola Superiore Sant'Anna. The residential component is offered with a minimum of 10 participants.
5. Optional additional online module – min. 50 hours

The didactic phase will consist of eighteen modules plus one optional module:

- 1 – Elections and Voting as Instruments of Governance (2 credits)
- 2 – Electoral Legal and Regulatory Frameworks (3 credits)
- 3 – Electoral Management Bodies (EMBs) (3 credits)
- 4 – Electoral Systems and Managing Representation (3 credits)
- 5 – Understanding and Managing Boundary Delimitation (2 credits)
- 6 – Political Parties, Campaigns, and Political Finance (3 credits)
- 7 – Electoral Planning and Budgeting (4 credits)
- 8 – Voter Registration and Identification Systems (3 credits)
- 9 – Electoral Operations (4 credits)
- 10 – Marginalized Electorates and Special Voting Programs (2 credits)
- 11 – Elections and Technology (3 credits)
- 12 – Civic and Voter Education (2 credits)
- 13 – Media and Elections (2 credits)
- 14 – Electoral Integrity and Malpractice (3 credits)
- 15 – Electoral Security and Conflict Prevention (2 credits)
- 16 – Electoral Justice Systems (2 credits)
- 17 – Electoral Observation, Evaluation, and Validation (2 credits)
- 18 – Policy Advice and Electoral Reform (2 credits)
- 19 – Optional Module on Direct Democracy (5 credits)



Exams will be held during the didactic phase. In order to be entitled to the First Level Master's Diploma, it is mandatory to pass the courses' final exam for all the modules and to discuss the Master thesis.

The rights and obligations of the Master Programme students and the relations between the students and the School's facilities are ruled by the Master Programme procedural guidelines for students and by the U.O. Alta Formazione procedural guidelines for students.

Art. 6 Technical Requirements (Hardware and Software)

The Scuola and its partners recommend the following as a minimum in hardware and software to be able to access the "desktop/laptop" version of the MEPA e-learning platform:

- 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 ([click here to download for free](#))
 - Adobe Flash Player ([click here to download for free](#))
 - Microsoft Office (Windows or Apple version) or Open Office ([click here to download for free](#))
- 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) - [click here to download IE 10 for free](#)
 - It works better with Firefox 25.0 ([click here to download for free](#))
- 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.

A technical help-desk is available 24/7 through a dedicated email address for any problem related to the access to the e-learning platform and the visualization of its resources. Also, a virtual office is available once a week for any other issue and requests of clarifications.

In case of participation to the virtual office and other synchronous activities, and in case the student decides to discuss his/her final thesis via online programmes, a webcam and a microphone are required. Also, the student will be asked to download the program "Skype".

Art. 7 - Project Work

Participants have an obligation to submit a Project Work at the end of the Master Programme regarding the topics covered during the Master Programme; the Project Work will be discussed publicly and assessed by a Committee appointed by a decision issued by the Rector of the Sant'Anna School of Advanced Studies. The final thesis may be discussed in person during the optional residential phase or via online programs, such as Skype.

The Project Work is to be registered in digital format, for subsequent publication, in the Sant'Anna School of Advanced Studies' online theses archive, in compliance with the timing indicated in the Master Programme Procedural Guidelines.



Art. 8 – Places Available and Admission requirements

The master has not a maximum number of places available.

An application for admission may be submitted by persons who

- a) have gained a three-year degree or Masters' Degree (Ministerial Decree (D.M.) No. 270/2004), a Masters' Degree (4 years) (Ministerial Decree No. 509/1999), or 5-year Degree based on the old university system or equivalent academic qualification, obtained by the expiry date of this call for applications, at an Italian or foreign University or University Institute of equal standing,
- b) have gained some working/volunteering experience (at least six months) in the field of electoral policy and administration or related areas and
- c) have a good/excellent knowledge of English (B2).

An application for admission may also be submitted by undergraduates who have terminated all the progress examinations before the beginning of the Master Programme and expect to obtain the academic qualification during any session of the academic year that precedes the start of the Master Programme .

The Administration may decide, at any time, to exclude a candidate with a motivated decision, if the prescribed requirements have not been met.

Art. 9 – ENTRY ECTS

Upon to specific request of the interested candidate, the Scuola can recognize up a maximum of 12 ECTS on the basis of the comparability and adequacy of the activities already undertaken in respect to the knowledge, skills and competences offered by the MEPA Programme. The recognition of academic credits may be asked only if in possession of a Diploma Supplement (DS). No other certificates or course information will be taken into account.

Art. 10 - Admission application

Persons who intend to apply for admission to the Master Programme must ensure that the requested data has been entered and submit the application by exclusively online, at the following address: www.santannapisa.it, Advanced Education.

Persons who intend to apply for individual models must submit the application on the web site.

The following documentation, in electronic format, is to be attached to the application:

- self-declaration of the University education qualifications (undergraduates are also required to indicate the presumed date the educational qualification will be obtained);
- self-declaration list of examinations taken and the respective marks obtained ;
- an up-to-date curriculum vitae, prepared in the European format;
- photocopy of a currently valid identity document;
- Copy of last payslip if a scholarship is requested (only for the Master Programme)
- a letter of motivation;
- an English language proficiency certificate, if applicable;
- other documents considered to be of interest (for example: publication, certificate of disability, etc.)

It will be possible to apply any time and applicants will be informed about their result within 8 weeks from the date of their application



Falsification of documents and fraudulent statements are punished in accordance with the Italian Criminal Code and the special applicable laws, Art. 75 and Art. 76 of Presidential Decree (D.P.R.) No. 445/2000.

The Institution may monitor the truthfulness of the statements provided and the documents submitted, at any time during the procedure, even after the Master Programme have started, and may request the original documents to be submitted. In the case of false statements, the Institution may decide, at any time, to exclude the candidates from the selection procedure or from the Master Programme, based on a motivated decision issued by the Rector, without prejudice to the resulting criminal liability.

Art. 11 - Selection of candidates

The Master Programme has not a maximum number of places available.

The selection is made by a special Committee appointed by Rector's Decree that selects the candidates by attributing the scores based on an assessment of the educational qualifications and only if deemed relevant by the Committee, a telephone interview.

The Committee will select the applicants by awarding up to 100 points to their qualifications, based on the following criteria:

- Academic curriculum (average of marks received at exams, mark of the graduation exam if applicable, consistency of the curriculum and final thesis with the contents of the Master Programme) up to 24 points;
- Motivational profile, up to 35 points;
- Relevant trainings in the sector, up to 16 points;
- Relevant professional experience in the sector, up to 16 points;
- Language skills (except English), up to 7 points;
- Publications if relevant to the Master Programme, up to 2 points

The educational qualifications gained at an Italian University or at an Italian University Institute or at a foreign University or a foreign University Institute of equal standing are assessed by the selection Committee that reserves the right to request possible supplementary documents/information.

Every selection round the selection Committee may acknowledge up to three reductions of the enrolment fee of € 3.000 in favour of candidates who meet the following conditions simultaneously:

- at least 85 points out of 100 in the merit ranking;
- coming from a Least Developed Country (LDC);
- in need of financial aid.

Persons who obtained an overall assessment equal or greater than 60 points out of 100 will be admitted to the Master Programme.

The female candidate will have precedence in the case of ex aequo.

At the end of the selection procedure the Sant'Anna School of Advanced Studies duly approves the selection documents and the merit ranking that indicates the successful candidates based on a decision issued by the Decree, subject to verifying the requirements and the educational qualifications stated. The outcome of the selection is published on the Master Programme website and is only communicated to the persons who have been admitted, and is sent to the e-mail address indicated by the candidate in the admission application.

The undergraduates referred to in art. 6, who are considered suitable are admitted "subject to reserve" until the degree has been obtained within the time periods indicated in art. 12.



Art. 12 - Acceptance procedure and method of payment

Admitted applicants who wish to attend the Master Programme shall give confirmation of their acceptance within one year from the date of reception of the official admission letter. To confirm, they shall send either by fax (+39 050-882665) or by email (mepa@santannapisa.it) the following documents:

- confirmation of attendance, signed by the successful candidate;
- a copy of the payment of the enrolment fee (25% of the tuition fee).
- Photocopy of valid ID document

Payment methods by bank transfer to UNICREDIT Banca S.p.a., branch of Pisa, Piazza Garibaldi 1, IBAN: IT 32 0 02008 14006 000401272765, BIC/SWIFT: UNCRITM1G12, BENEFICIARY: "Scuola Superiore Sant'Anna", description of payment: "No. of instalment (e.g.: 1st instalment), MEPA2020, student's full name".

Successful candidates holding academic qualifications obtained abroad (EU and NON-EU countries) are required to submit the following documentation by the deadline indicated to confirm attendance, in addition to the documentation referred to in the preceding paragraph:

- a copy of the original degree translated and authenticated by the competent Italian Diplomatic Authorities of the country in which the institution that issued the educational qualification is located, if the language differs from English/French/Spanish/German;
- a "Certificate of Equivalence of Qualification" of the educational qualification obtained abroad issued by the competent Italian diplomatic or consular representations of the country in which the educational qualification was obtained;
- a certificate with a list of the examinations taken translated and authenticated by the same authorities.

In the event of any student withdrawing from or dropping out of the Programme, after confirmation of attendance, he/she shall not be paid back any amount. Moreover, he/she shall still be bound to pay any fees payable up to the time of withdrawal.

In accordance with art. 9 paragraph 2 of Decree No 68/2012, students with disabilities greater than or equal to 66%, recognized pursuant to art. 3, paragraph 1, of Law 104/1992, are exempted from the payment of the tuition fee. A reduction of 1.5% for each percentage point of disability is applied to those students with disabilities less than 66%. The student with disabilities who intends to make use of the exemption or reduction of the tuition fee shall attach a suitable certification in the on-line application.

Art 13- Tuition fee and Scholarship

The tuition fee for the full Programme is 10.000,00 euros. 25% of the tuition fee shall be paid at the enrolment; the rest of the tuition fee shall be paid within the first six months from the starting of the courses. The tuition fee covers the following: academic and tutorial costs, didactic materials, access to School's services such as the e-library, and administrative expenses. Travel and accommodation in Pisa for the optional residential phase and any other expense are the responsibility of each participant.

To foster diversity within the programmes, the Scuola and its partners may award partial fee reductions to talented students in need of financial aid based on merit, distinctive competences and academic excellence. In particular, every selection round the Scuola and its partners may offer up to three fee reductions of 30% to candidates coming from Least Developed Countries (LDCs) that reach at least 85 points out of 100 and that are in need of financial aid. Fee reductions are subjected to availability of funds.



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Individual modules are also available. The fee for each MEPA module is 850,00 euros. Starting from the second module, a 10% discount on the fee of the second and third module is applied and a 15% discount is applied on the fourth and fifth module. It is possible to select up to 5 modules. The fee for an individual module shall be paid in one tranche.

It is possible to pay the enrolment fee in instalments. The U.O Alta Formazione of the Sant'Anna School of Advanced Studies will notify this payment solution to the candidate in the letter of admission.

Participants have the possibility to ask the Master Director for a suspension based on well-proven and motivated needs. If granted, the access to the MEPA platform will be not authorised during the suspension. Participants who exceed the two years period to complete the Master Programme (including suspension) will be required to pay €150 for every extra month.

Creative Associate International's Charito Krivant Scholarship for Electoral Excellence is an annual scholarship award granted to two female students of the Master in Electoral Policy and Administration. Each year, Creative Associates International (Creative) will award each of the two students with a 5,000 EUR scholarship to cover one-half of the full tuition costs of the program. Students may also be eligible for other support directly from the program. The current award calendar is for three years with the first awards scheduled for April 2019 and October 2019.

Eligible applicants are those who are:

1. Female;
2. Accepted into the Mepa program;
3. Resident in a Least Developed Country (LDC)

Preference will be given to women who are (1) dedicated to promoting women in executive electoral administration positions and/or (2) currently employed with an Electoral Management Body. Points earned in the MEPA selection process will also be considered. Women engaged with civil society organizations may also apply.

Also, fee reductions are considered in case an institute or organisation enrolls a certain number of employees/participants at the same time.

If attendance to the Master Programme is waived prior to the start of the Programme, then successful candidates forfeit the right to be refunded the amount paid as the 1st instalment or as the deposit.

If attendance of the Master Programme is interrupted, successful candidates have an obligation to pay the enrolment fee up to the date attendance of the Master Programme is interrupted.

Pursuant to art. 9, paragraph 2 of Legislative Decree No. 68/2012 the Institution grants total exemption regarding payment of the enrolment fee in the case of students with disabilities, acknowledged to be equal to or greater than sixty-six percent, in accordance with art. 3, paragraph 1 of Law No. 104/1992, and applies a 1.5% reduction for every percentage point of disability in the case of students who have been acknowledged a disability of less than sixty-six percent. A student that intends to take advantage of the exemption or the reduction is required to attach an appropriate certificate to the online application.

Art. 14 - Educational Qualification issued

At the end of the Master Programme, the Institution issues a first-level University Master's Diploma, pursuant to art. 3 of Ministerial Decree No. 270/2004, as subsequently amended, to students who attended the entire training syllabus regularly and successfully, in accordance with the requirements envisaged in the Disciplinary Regulations and who are up-to-date with the payment of the enrolment fee.



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**Art. 15 - Person responsible for the competitive entrance examination procedure,
personal data processing and prevention of corruption measures**

The Responsible of the U.O. Alta Formazione of the Sant'Anna School of Advanced Studies - Via Maffi, No. 27, 56127 Pisa - tel. 050/882645 - fax 050/882633 - e-mail: altaformazione@santannapisa.it, is the person responsible for the competitive entrance examination procedure referred to in this call for applications, pursuant to the provisions of art. 5 of Law No. 241/90.

The Sant'Anna School of Advanced Studies complies with the laws and regulations relating to the prevention of corruption (Law No. 190/2012) by applying the measures identified in the “Three-year prevention of corruption plan” published in the “Transparent Administration” section of the institutional website at the following address: www.santannapisa.it.

Sant'Anna School of Advanced Studies (hereinafter the “School”), represented by the Rector, as Data Controller, under the article 13 of the EU General Data Protection Regulation n. 679/2016 and under the Italian Legislative Decree 30 June 2003 (“Privacy Code regarding the protection of personal data”) with regard to the processing of personal data, and on his behalf, Roberta Chiordi, roberta.chiordi@santannapisa.it, Head of the UO Alta Formazione will process your data. Please read the privacy statement available at the following address: <https://www.santannapisa.it/it/alta-formazione-info>.