



MASTER IN ELECTORAL POLICY AND ADMINISTRATION

DR 442 DEL 10/07/2018

CALL FOR APPLICATIONS

A.Y. 2018/2019

ART. 1

The Master Programme

In accordance with Art. 3 of the School's Charter, the Sant'Anna School of Advanced Studies -Institute of Law, Politics and Development- in Pisa, Italy, is offering an online First Level *Master in Electoral Policy and Administration* for the academic year 2018/2019.

The Master is offered in collaboration with the United Nations Institute for Training and Research (UNITAR) and the International Institute for Democracy and Electoral Assistance (International IDEA).

The Master will be offered 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). Participants will have up to two years to complete the Master Programme. There are two possible starting dates per year: 1 October or 1 April.

The language of instruction will be English.

Individual modules are also available.

ART. 2

Academic credits

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.

ART. 3

Goals

The main *educational goals* of the *Master in Electoral Policy and Administration* are as follows:

- 1) To offer advanced preparation to those individuals interested in pursuing a career as professional in the field of Electoral Policy and Administration and those already working in this field;
- 2) To respond to a global, structural demand for qualified electoral administrators;



3) To contribute to reduce the gender gap in electoral administration by contributing to strengthen women's role in this sector, including in senior positions.

ART. 4

Teaching methodology and Phases of the Programme

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 syllabus of the Master Programme, in addition to individual studying and the preparation of a final thesis, will cover 480 hours of online activities.

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 duties of the students of the Master Programme, as well as the relations between the students and the School's services, are regulated by the General Rules and Regulations of the Scuola Superiore Sant'Anna and by the Rules and Regulations of the *Master*.

ART. 5

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)



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- 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. 6

Final Master Thesis

At the end of the Master Programme, the students shall produce a written thesis related to their field of interest and to the topics covered within the didactic phase of the Master Programme.

The final thesis may be discussed in person during the optional residential phase or via online programs, such as Skype.

The final thesis must be deposited in digital format in the archive of online theses of the Scuola Superiore Sant'Anna, respecting the timing indicated in the Rules and Regulations of the Master in Electoral Policy and Administration, for subsequent publication.

ART. 7

Places Available and Entry Requirements

The Master has not a maximum number of places available.

Applicants for the Master Programme as well as for individual modules shall have the following minimum requirements:

- (1) Three-year (at least) university degree in a relevant field, combined with some working experience (at least six months) in the field of electoral policy and administration or related areas.
- (2) Fluency in English – at least at level B2 (please refer to: CEFR for Languages, CoE, www.coe.int/lang-CEFR).

ART. 8

Application Procedure

Applicants shall enter their application online, at www.santannapisa.it/mepa/application for the Master Programme and at www.santannapisa.it/mepa/application/modules for individual modules. Applicants are strongly advised to carefully fill in all the compulsory fields, included the field devoted to the description of their motivational profile. The fields that do not contain the information requested will not be considered valid.

The following documents shall be enclosed with the online application:

- ❑ **CV/ résumé;**
- ❑ **Transcript of all records of the BA degree** (or equivalent), with the marks of each single exam passed and, if applicable, the final mark, issued by the applicant's University and written either in Italian, or English, or French, or German, or Spanish. Applicants are informed that in case the BA degree transcript is missing, the application will be considered inadmissible;
- ❑ **Copy of passport or ID valid document;**
- ❑ **Copy of last payslip** if a scholarship is requested (only for the Master Programme)

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.

Forged deeds and false statements shall be punished in accordance with the Criminal Code and any other



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applicable law; the School shall conduct random checks of the received statements.

ART. 9

Selection Process

The selection process covers an assessment of the applicants' qualifications and, only if deemed relevant by the Selection 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.

Only applicants who receive an overall score of at least 60/100 points will be considered eligible for the Programme.

At the end of the process, the Selection Committee will prepare the list of admitted students which will be published on the Master's website. The Selection Committee will meet during the months of January, March, May, July, September and November of every year. The result of the selection will be timely notified to applicants by e-mail.

ART. 10

Recognition of Academic Credits

Applicants may ask for the recognition of academic credits earned in previous courses and programmes for a maximum of 12 academic credits on the basis of the comparability and adequacy of the activities already undertaken in respect to the knowledge, skills and competences required 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. 11

Tuition fee and Scholarship

The tuition fee for the full Programme is **10.000,00 euros**, payable in three instalments of 3.500,00 euros, 3.500,00 euros and 3.000,00 euros. It 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.

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.

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.

ART. 12

Acceptance - Payment methods



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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:

- Letter of admission to the Master Programme, duly counter-signed for acceptance;
- Receipt of payment of the first instalment;
- 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), MEPA2018, student's full name".

Admitted students who are citizens of non-EU member States residing outside Italy shall contact the Italian Embassy in their country of residence (for the addresses please see: www.esteri.it/visti/index_eng.asp), in order to apply for a visa for study purposes if they wish to undertake the optional residential phase. Interested participants are advised to apply for the visa at least 5 months before the beginning of the residential phase in Pisa (should they be interested to take part to the Residential Phase).

All admitted students holding a non-Italian qualification will be required to obtain the formalization of their academic qualifications. To this effect, they shall contact in due time the Italian Embassy in the country of the academic institution which issued their qualification. The certificate formalising their academic qualification shall be sent to the MEPA Secretariat within four months from the start date of the courses.

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.

The second **3.500,00 euros** tuition fee instalment shall be paid within 4 months from the starting of the courses. The third **3.000,00 euros** tuition fee instalment shall be paid within 8 months from the starting of the courses.

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

First Level Master's Diploma Awarded

At the end of the Master Programme, those students who have regularly settled the tuition costs and have passed all the required examinations and successfully presented the Master Thesis will receive from Scuola Superiore Sant'Anna a First Level Master's Diploma, in accordance with art. 3 of the Italian DM no. 270/2004.

The degree is awarded according to the rules and regulations set by the Italian and EU education system. Giving its specificity it does not give general access to Doctoral studies (Phd and similar). Validation of credits for access to such programmes can be requested from competent institutions.

For individual modules, those students that have regularly settled the tuition costs and have passed all the required examinations will receive a Certificate of Completion and the respective academic credits.

ART. 14

Length and limitations

The Master has an average duration of one year and a maximum duration of two years. After two years students will lose the possibility to be entitled to the First Level Master's Diploma.



Art. 15

**Person responsible for the selection procedure,
personal data processing and prevention of corruption measures**

Under the art. 5 of the Act n. 241/90 and ff.mm., the person in charge of the competition procedure is Mrs. Elena Cambi, Head of the U.O. Higher Education - Sant'Anna School of Advanced Studies - Via Maffi 27, 56127 Pisa - tel. 050/882645 - fax 050/882633 - e-mail: altaformazione@santannapisa.it.

Sant'Anna School of Advanced Studies (hereinafter the "School"), 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, the authorized internal processor is Roberta Chiordi, roberta.chiordi@santannapisa.it, Head of the UO Alta Formazione. Other employees of the UO Alta Formazione office and Didactical Office, other Training Education Course / Master Course coordinator, and evaluation committees members will be instructed and authorized to the data processing.

Your personal data (e.g. name, surname, contact information, and all the data filled in the above forms) will be processed by the School in order to:

1. Proceed this competition test
2. Create the career record.

The legal basis of the data processing are the performance of a contract (article 6 sub b Reg. EU 679/2016), and public interest (art. 6 sub e) Reg. EU 679/2016).

In addition, we will automated process your personal data to pursue the above-mentioned public purposes as well as we will process your anonymized data for statistics.

It is assured that your data will be processed in compliance with the principles of correctness, lawfulness, transparency, and Public Administration efficiency under the European and national legislation on the topic (Reg. EU 679/2016 and Legislative Decree 196/2003) for an unlimited period as stated in the "Massimario di conservazione" Act of the School. As data subjects, you shall have the right to obtain at any time confirmation as to whether or not personal data concerning them exist, to be informed of the content and source of such data, to check their accuracy and request integration, updating or rectification, as well as to have the processing of your personal data restricted and any unlawfully processed data erased, made anonymous or blocked. You shall exercise your rights, submitting your request to the Sant'Anna School Office U.O. Alta Formazione, Via Maffi, 27 – 56127 Pisa, e-mail: altaformazione@santannapisa.it, as well as to the following e-mail address: privacy@santannapisa.it. You may also lodge a complaint to «Italian Data Protection Authority».

For further information, please, contact the School «Data Protection Officer», e-mail address: dpo@santannapisa.it.

The Sant'Anna School of Advanced Studies operates in compliance with the legislation on the prevention of corruption (L.190 / 2012) applying the measures identified in the "Three-year Corruption Prevention Plan" published in the "Transparent Administration" section of the institutional website at: www.santannapisa.it.