



CALL FOR APPLICATIONS

FIRST-LEVEL UNIVERSITY ONLINE 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 IV edition of the first-level University Master Programme in “Electoral Policy and Administration” (MEPA), is hereby activated pursuant to art. 3 of the Statute of the Sant’Anna School of Advanced Studies.

The Master Programme will be held online, with an optional residential phase in Pisa of up to 3 weeks (usually during the months of May and November), provided that there is a minimum of 10 students attending the residential phase, which will be delivered in English.

The Master is available both in English and in Arabic.

As an alternative, instead of enrolling in the Master Programme, it is also possible to enrol only in a limited number of individual modules (maximum 6). All the Modules are available in English and in Arabic.

Art. 2 – MEPA objectives

The Master in Electoral Policy and Administration is designed to provide comprehensive advanced education on electoral processes to current or perspective election professionals through a comprehensive overview of all the phases. It also aims to offer the knowledge and skills necessary to serve as election administrators, members of Election Management Bodies, electoral observers .

The Master Programme

- 1) responds to a global, structural demand for qualified electoral administrators;
- 2) contributes to reduce the gender gap in electoral administration, by strengthening women’s role in this sector, especially in senior positions.

Art. 3 - Teaching and internal structure

The lectures of the Master Programme adopt an intercultural perspective and a cross-disciplinary approach. Teaching methodologies rely on the analysis of real situations and concrete examples, and 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 or in spring at the premises of Sant'Anna School of Advanced Studies. The residential component is only organised if a minimum of 10 participants will attend it. It will be delivered in English.
5. Optional additional online module – min. 50 hours

Art. 4 – Places Available and Admission requirements

There is no limit to the number of students that can enrol in the Master Programme or in the individual modules.

An application for admission may be submitted by persons who

- a) have obtained at least a three-years degree (Bachelor's Degree), a Masters' Degree (Ministerial Decree (D.M.) No. 270/2004), a Masters' Degree (4 years) (Ministerial Decree No. 509/1999), a 5-years Degree, based on the old university system, or an equivalent academic qualification, obtained by the expiry date of this call for applications, at an Italian or foreign University 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.

Those attending the English version of the Master, must have a good knowledge of English (at least B2 level of the Common European Framework of Reference for Languages: see more at

<https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=090000168045bb52>

An application for admission may be submitted also by undergraduates who have concluded 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 MEPA.

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

Art. 5 – Entry ECTS

Upon specific request from interested candidates, Sant'Anna School of Advanced Studies can recognize up to a maximum of 12 university credits (based on the European Credit Transfer and Accumulation System – 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 ECTS may be asked only providing Sant'Anna School of Advanced Studies with a Diploma Supplement (DS). No other certificates or course information will be taken into account.

Art. 6 - Application procedures

Application procedure for the entire Master Programme.

Candidates interested in being admitted to the entire Master Programme, should:

1. Go to the website www.mastermepa.santannapisa.it;
2. Download the file called “MEPA Master Application” and fill it electronically;
3. Follow the instructions contained in the document “tutorial for application” (available on the website) and register online;
4. Upload the Master application form during the online application procedure;
5. Under penalty of exclusion, candidates must insert in the application all the required information and must upload also:
 - a copy of their passport or Identification card;
 - a copy of ALL the degrees mentioned in their application (e.g. BA, MA, PhD etc.);
 - official transcripts of the bachelor degree (it must be an official document from the university that specifies the marks of all the exams and the final grade obtained. Screenshots of webpages will not be accepted)



- a copy of the last pay slip (only if the candidates want to apply for a scholarship)

Please note that incomplete applications will not be taken into consideration.

Application procedure for the Individual modules.

Candidates interested in attending only some individual modules (up to 6), should:

1. Go to the website www.mastermepa.santannapisa.it;
2. Download the file called "Individual Modules Application" and fill it electronically;
3. Send the file to mepa@santannapisa.it

Please note that incomplete applications will not be taken into consideration.

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). Sant'Anna School of Advanced Studies 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. 7 - Application deadline

The application procedure for the Master is always open. However, the programme has two intakes per year: one in April and one in October. In order to be considered for the Spring intake, candidates must apply no later than the 25th of February. To be considered for the Autumn intake, candidates must apply before the 25th of August. Late applications will be considered for the next round.

The list of admitted candidates will be published online shortly after the expiration of the relevant deadline.

The application procedure for individual modules is always open. Students can apply anytime and will be able to start attending the modules soon after the payment of the tuition fees.

Art. 8 - Selection of candidates

Selection procedure for the Master.

The selection of candidates for the entire Master Programme, is made by a special Committee appointed by the Rector of the Sant'Anna School of Advanced Studies. The committee attributes each candidate a score based on the assessment of his/her educational qualifications and, only if deemed relevant by the Committee, on a telephone/Skype 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 letter, up to 35 points;
- Relevant trainings in the sector, up to 16 points;
- Relevant professional experience/voluntary activities in the sector, up to 16 points;
- Language skills (except English and, only or those attending the Arabic version of MEPA, except Arabic), up to 7 points;
- Relevant publications, up to 2 points



The selection Committee reserves the right to request possible supplementary documents/information.

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

The list of admitted candidates is published online. Due to the high number of applications, only admitted candidates will be notified via email regarding the outcome of the selection procedure.

The undergraduates referred to in art. 4, who are considered suitable, are admitted "subject to reserve" until the degree has been obtained, within the time periods indicated in the next article.

Selection procedure for the Individual modules.

There is no selection procedure for applicants interested in attending only some individual modules.

Art. 9 - Tuition fee and Scholarship

Tuition fee and scholarships for the entire Master

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 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, visas and accommodation in Pisa for the optional residential phase and any other expense are the responsibility of each participant.

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.

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 Master 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. Female candidates will have precedence in the case of *ex aequo*.

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 a 5,000 euros scholarship to cover one-half of the full tuition costs of the Master. Students may also be eligible for other support directly from the program. The current award calendar is for three years, starting from April 2019.

Eligible applicants are those who are:

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

The selection procedure for this scholarship is managed directly by Creative Associates International. Admitted candidates interested in obtaining this scholarship will be put in contact with Creative's focal point, who will instruct them on how to apply for the scholarship.

Tuition fee and reductions for individual modules



The fee for each MEPA module is 850,00 euros, payable in one instalment before starting each module. Starting from the second module, a 10% discount on the fees of the second and third modules is applied and a 15% discount is applied on the fees of the fourth, fifth and sixth modules.

Special fee reductions are considered in case an institute or organisation enrolls a certain number of employees/participants at the same time in the Master Programme or in the individual modules.

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. 10 - Acceptance procedure and method of payment

Applicants admitted to the Master Programme shall give confirmation of their acceptance by replying, within one year, to the communication of admission they received.

To start the master programme, they shall also send:

- a copy of the payment of the enrolment fee (25% of the tuition fee).
- Photocopy of valid Passport / Identity card

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.

Students admitted to attend one or more individual modules have to pay the fee for each module no later than one year after the receipt of the notification of Admission and at least 15 days before start attending the module.

The payment can be performed 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".

Art.11 - Didactic Phase

The didactic phase will consist of eighteen compulsory 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)

Art. 12 – Rights and obligations

The rights and obligations of the students and the relations between the students and the School's facilities are regulated by the Master Programme Procedural Guidelines for Students and by the general rules of Sant'Anna School.

Art. 13 - ECTS

The Master is based on the ECTS.

During the Master it is possible to acquire a maximum of 67 credits.

More specifically:

- 47 credits will be awarded upon successful completion of the online compulsory modules (article 12) and fulfilment and compliance of Master Programme Procedural Guidelines for Students;
- 15 credits will be awarded upon positive evaluation and public defence of the Master Thesis (min 15.000 max 20.000 words). Candidates who choose to undertake an internship and successfully complete it, will present a shorter Master Thesis (min 7.000 max 10.000 words)
- 5 extra credits may be obtained by attending the optional residential phase or by successfully completing the optional additional online module.

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

ECTS credits for per individual module are issued upon positive evaluation of the intermediate and final learning assessment tests and upon compliance with the obligations spelled out in the Master Programme Procedural Guidelines for Students.

Art. 14 – Final thesis and timing for the conclusion of the MEPA

Participants have an obligation to submit, after having successfully completed all the compulsory modules, a Master thesis focused on one of the topics covered during the Master Programme. The thesis will be discussed publicly and assessed by a Committee appointed by the Rector of Sant'Anna School of Advanced Studies.

Students who attend the Master in Arabic have to submit a copy of their thesis in English and they are warmly invited to discuss the thesis in English if their language skills allow it. The thesis may be discussed in person during the optional residential phase or via online programs, such as Skype, WebEx or Zoom.

The thesis 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 for Students.

Participants have up to two years to complete the Master. They have the possibility to ask the Master Director for an extension, aimed at providing them with some additional time to complete the Master programme,



after the 2 years deadline. However, the extension can only be granted if the request is received before the expiration of the two years period and if it is based on exceptional, well-proven and motivated needs.

Art. 15 - Prohibition of plagiarism

All works submitted as part of the requirements for any examination of the Master programme must be expressed in the students' own words and incorporate their own ideas and judgements. Plagiarism, that is the presentation of another person's thoughts or words as they were a student's own, must be avoided, and will be duly punished. Particular care should be taken in coursework, essays, and thesis. Sant'Anna School of Advanced Studies reserves the right to use plagiarism detection software. If caught with an act of plagiarism, students can be expelled from the programme.

Art. 16 - Educational Qualification issued

Educational qualifications issued for the completion of the Master

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, passed the final exams for all the compulsory modules, in accordance with the requirements envisaged in the Disciplinary Regulations, successfully discussed the Master thesis and are up-to-date with the payment of the enrolment fee.

Educational qualifications issued for the attendance of individual modules

Students admitted to attend only some individual modules, who 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. 17 Technical Requirements (Hardware and Software)

The Sant'Anna School of Advanced Studies 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
 - 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)
 - It works better with 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 technical help-desk at mepa@unitar.org. 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, or 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 video conferencing software such as "Skype", WebEx or Zoom.

Art. 18 – Responsible person 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.

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 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>.