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UNITAR and International IDEA



**II<sup>ND</sup> EDITION 2017-2018**

**Sant'Anna School of Advanced Study, Pisa, Italy**

# **Online Master in Electoral Policy & Administration**

(based on the Model Curriculum designed by International IDEA)



**[www.mastermepa.santannapisa.it](http://www.mastermepa.santannapisa.it)**

# Online Master in Electoral Policy & Administration

II<sup>ND</sup> EDITION 2017-2018

## Description

MEPA is an **online Master Programme** providing advanced learning on electoral processes for current and aspiring election professionals. It targets mid/upper level professionals who want to acquire the specific knowledge and skills to work as election administrators and/or to work as a part of Election Management Bodies (EMBs).

Boasting the most reputed international experts in this field, the Master Programme is based on the 2014 International IDEA designed “Model Curriculum – Master of Electoral Policy and Administration”, which has been piloted for the first time.

MEPA is composed of an online component (nine months) and an optional residential component at the Scuola Superiore Sant’Anna in Pisa, Italy (up to three weeks). Internships are encouraged but they are not compulsory in order to earn the Master’s Diploma.

**Individual modules are also available**, leading to the attainment of a Certificate of Completion of the specific module taken.

## Key Facts

TYPE OF COURSE	POST-GRADUATE PROFESSIONALIZING MASTER
LENGTH	1 YEAR: 9 MONTHS - ONLINE COMPONENT 3 MONTHS - PREPARATION OF THE THESIS UP TO 3 WEEKS - OPTIONAL RESIDENTIAL COMPONENT
DATES	1 OCTOBER, 15 JANUARY OR 1 APRIL APPLICATION PROCEDURE ALWAYS OPEN
VENUE FOR THE (OPTIONAL) RESIDENTIAL PHASE	SCUOLA SUPERIORE SANT’ANNA, PISA, ITALY
LANGUAGE	ENGLISH
ACADEMIC CREDITS	MINIMUM 60 – MAXIMUM 67
WEBSITE	WWW.MASTERMEPA@SANTANNAPISA.IT
DEGREE AWARDED	1 <sup>ST</sup> LEVEL MASTER’S DIPLOMA OR CERTIFICATE OF COMPLETION FOR INDIVIDUAL MODULES

Or, for individual modules:

TYPE OF COURSE	INDIVIDUAL MODULE/S ON ELECTORAL POLICY AND ADMINISTRATION
LENGTH	20-40 HOURS DEPENDING ON THE MODULE
DATES	APPLICATION PROCEDURE ALWAYS OPEN
LANGUAGE	ENGLISH
ACADEMIC CREDITS	2 TO 4 DEPENDING ON THE MODULE
WEBSITE	MEPA@SANTANNAPISA.IT / WWW.MASTERMEPA.SANTANNAPISA.IT
CERTIFICATE AWARDED	CERTIFICATE OF COMPLETION AND RESPECTIVE CREDITS

## Objectives

MEPA has three fundamental objectives:

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

The Master Programme focuses on the development of “electoral professionals”, that is, professionals who share a common set of norms, behavioral standards, and qualifications to assume specific roles and responsibilities in the area of electoral policy and administration.

Responding to a global, structural demand for qualified electoral professionals, the Master Programme offers a systematic and comprehensive approach to the professional development of those enrolled and places particular emphasis on the importance of advancing equal career opportunity for men and women.

## Background and Rationale

Voters around the world expect electoral professionals to possess the management skills to undertake a complex civilian operation, the political savvy to relate to parties and candidates, and above all, a strong sense of ethical behaviour and integrity to conduct a fair process. MEPA is intended to make a global contribution to such professionalization implementing the Model Curriculum designed by International IDEA.

The Scuola Superiore Sant'Anna, in collaboration with International IDEA and UNITAR, is the first institution to pilot the International IDEA Model Curriculum for MEPA.

## Programme

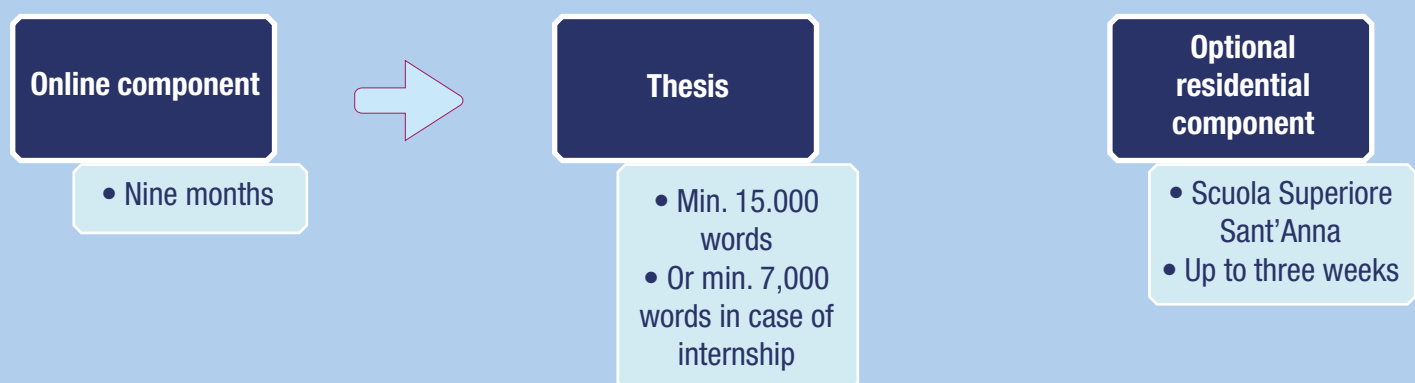
The MEPA Curriculum framework relies on the concept of the electoral cycle, pioneered by International IDEA. The Model Curriculum is composed of the following topics divided in 19 modules:

No.	TOPICS
1	ELECTIONS AND VOTING AS INSTRUMENTS OF GOVERNANCE
2	ELECTORAL LEGAL AND REGULATORY FRAMEWORKS
3	ELECTORAL MANAGEMENT BODIES (EMBs)
4	ELECTORAL SYSTEMS AND MANAGING REPRESENTATION
5	UNDERSTANDING AND MANAGING BOUNDARY DELIMITATION
6	POLITICAL PARTIES, CAMPAIGNS, AND POLITICAL FINANCE
7	ELECTORAL PLANNING AND BUDGETING
8	VOTER REGISTRATION AND IDENTIFICATION SYSTEMS
9	ELECTORAL OPERATIONS
10	MARGINALIZED ELECTORATES AND SPECIAL VOTING PROGRAMS
11	ELECTIONS AND TECHNOLOGY
12	CIVIC AND VOTER EDUCATION
13	MEDIA AND ELECTIONS
14	ELECTORAL INTEGRITY AND MALPRACTICE
15	ELECTORAL SECURITY AND CONFLICT PREVENTION
16	ELECTORAL JUSTICE SYSTEMS
17	ELECTORAL OBSERVATION, EVALUATION, AND VALIDATION
18	POLICY ADVICE AND ELECTORAL REFORM
19	DIRECT DEMOCRACY (OPTIONAL)

## Structure

The Master Programme is composed of an online component lasting nine months, at the end of which students are required to write a 15,000-words dissertation on a relevant topic of interest, or a 7,000-words dissertation if they choose to undertake an optional internship. In addition, students may attend the optional residential phase at the Scuola Superiore Sant'Anna in Pisa, Italy. The optional residential component will take place twice a year, in autumn and in spring, to give students the possibility to discuss their thesis in front of an academic panel and to participate to events organised ad hoc, such as workshops and seminars. The optional residential component will be offered with a minimum of ten participants. However, all 19 modules composing the Master Programme are available online and the final thesis can be discussed via online programmes, such as Skype. Students can start attending the Programme at two different times per year: 1 October and 1 April.

The average duration of the Programme is 1 year. Students may opt to complete the degree within a longer timeframe. However, the maximum duration of the Programme shall not exceed 2 years.



The Master Programme is overseen by a **Steering Committee** made up of representatives from the partner institutions, as well as other organizations that have an interest in MEPA. The purpose of the Steering Committee is to provide support and maintain oversight of the delivery of the Master Programme.

At the executive level, the Master Programme is run by a **Director**, in the person of **Prof. Andrea de Guttry**, Deputy Rector and Full Professor of Public International Law at the Scuola Superiore Sant'Anna. The Director coordinates the **Academic Board** and supervises the Didactic Coordinator, the Programme Officer, the technical and administrative staff and other collaborators.

## Teaching/Training Methodology

MEPA adopts an approach that highlights experiential and collaborative learning, allowing participants to share knowledge and experiences and contribute dynamically to the learning process. This approach focuses on the learning needs, interest and expectations of the participants to ensure the relevance and retention of content and puts particular emphasis on the active participation of learners through practice-oriented learning activities (both during the online and residential components).

While delivering the modules, lecturers and assistants will devote particular attention to enduring:

- Interactivity;
- Participation;
- Links with practical examples;
- Links with real experiences.

With specific reference to the online component, modules are designed to foster synergies between theory and practice. Taking advantage of the opportunities of technology-enhanced learning, the learning materials are presented through various means, such as text, graphs, images and video material, which contribute to better retention and to enhance the learning process.

In order to create collective knowledge and to facilitate interaction and experience sharing among participants, working groups and discussion forums are organized. In particular, working groups are a recurring feature of the Master Programme as they are used to carry out different learning activities.

At the end of each module there will be a final exam with different modalities (ex. essays, open questions, interviews, etc.).

Throughout the Master Programme students will be assisted by a tutor on a regular basis.

## Faculty

MEPA brings together a core teaching staff of leading specialists from around the world, including developing countries. The international faculty is composed of high-level representatives from international and regional organizations, representatives from governmental and non-governmental organizations, world-leading academics and experts, thus offering a wealth of both academic and field expertise.

## Who should apply?

MEPA targets mid/upper level professionals that want to acquire specific knowledge and skills to work as election administrators and/or as part of EMBs. By choosing MEPA, practitioners gain access to a broad group of alumni spread across the world. Becoming part of this community is a lifetime goal.

Candidates must meet the following minimum requirements:

- (1) Three-year (at least) university degree in a relevant field, combined with some (ideally at least 6 months) working experience in the field of electoral policy and administration or related areas. Students expecting to graduate within a period of three months from the application are also eligible.
- (2) Fluency in English – at least at level B2 (please refer to: CEFR for Languages, CoE, [www.coe.int/lang-CEFR](http://www.coe.int/lang-CEFR)).

## Selection Process

Applicants will be selected on the basis of the information provided in their CV and in the online application form which is available on the website.

The application process is always open and admitted participants will be informed about the results within eight weeks from their application.

Once admitted, applicants will receive an Admission Letter and they will have up to one year to secure enough funding and start attending the courses.



## Tuition fee

**The tuition fee for the Master in Electoral Policy and Administration is 10,000 euros.** It covers the following:

- Academic and tutorial costs;
- Course materials;
- Participation in webinars.

The Scuola and partners offer up to 3 fee reductions of 30% each selection round to the most deserving candidates coming from LDCs. The fee shall be paid in three tranches.

Individual modules are also available. **The fee for each module is 850 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 from the fourth module onwards. The fee for individual modules shall be paid in one tranche.

The First Level Master's Diploma in Electoral Policy and Administration, as well as the Certification of Completion and the respective academic credits will be released only to those who will have settled the tuition costs and have passed the exams as requested.

The Scuola and partners may provide further assistance in the search for funding opportunities.

## Certificate 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.

## About us

The **Scuola Superiore Sant'Anna** is a public, (special-statute) University that works in the field of applied sciences and offers PhD programmes, Master degrees, professional courses and continuing education programmes. The Scuola Superiore Sant'Anna focuses on scientific and research activities in the field of social sciences on human rights, electoral studies, management of complex emergencies, and development of civil society and governance. In 1995, the School established the International Training Programme for Conflict Management (ITPCM), a training institute, whose main aim is to respond to the training needs of personnel involved in international field operations. Since then, it has organized over 200 training events attended by more than 5,000 trainees. 44 courses (some of them run yearly) are on Election Policy and Practice and have been held in several different parts of the world. ITPCM has established itself as a leading institution in the sector, successfully offering its services to numerous national and international organisations (inter alia WFP, WHO, UNDESA, UNDPKO, UNITAR, UNSSC, EU Civil Protection, OSCE, African Union, the Italian Department for Civil Protection, the Italian Army, the Italian Ministry of Foreign Affairs, the US State Department).

Ever since 1998 the Scuola has developed an extensive experience in Electoral Policy, Practice, Assistance and Studies. Main activities carried out in this field range from Electoral Trainings to Election Missions Support and Mentoring, at international, regional and country level.

[www.santannapisa.it](http://www.santannapisa.it)

**International IDEA**, International IDEA, the International Institute for Democracy and Electoral Assistance, is a global intergovernmental organization with a mission to support sustainable democracy building by providing comparative knowledge, and assisting in democratic reform, and influencing policies and politics. It has 29 Member States representing Africa, the Americas, Asia and the Pacific and Europe. It is based in Stockholm, Sweden, and has offices worldwide including in Addis Ababa, Brussels, The Hague and New York. International IDEA is a Permanent Observer to the UN. International IDEA's mission is to support sustainable democratic change. [www.idea.int](http://www.idea.int)

**UNITAR**, the United Nations Institute for Training and Research is a training arm of the United Nations System, serving some 25,000 beneficiaries annually by conducting more than 400 capacity development and research activities around the world. The Mission of UNITAR is to develop capacities of individuals, organizations and institutions to enhance global decision-making and to support country-level action for shaping a better future. UNITAR offers various training and capacity-development activities in the thematic areas of Strengthen multilateralism; Promote economic development and social inclusion; Advance environmental sustainability and green development; Promote sustainable peace; Research and Technology Applications and Cross-cutting issues. [www.unitar.org](http://www.unitar.org)

## Contacts

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