



DR 362/2023

CALL FOR APPLICATIONS

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

THE ACADEMIC YEAR 2023/2024

Invitation to apply for the first-level online Master's program in Electoral Policy and Administration for the academic year 2023/2024, offered in partnership with the United Nations Institute for Training and Research (UNITAR) and in cooperation with the International Institute for Democracy and Electoral Assistance (International IDEA).

The Master Director is Andreas de Guttry, Full Professor of International Law.

Art. 1 – START OF PROGRAM

The VIII edition of the first-level University Master Program in “Electoral Policy and Administration” (MEPA) is hereby activated pursuant to art. 7 of the Statute of the Sant’Anna School of Advanced Studies.

The Master's Program will be conducted entirely online, with an optional residential phase in Pisa lasting up to three weeks (usually held in May and November) for those interested. The residential phase will be delivered in English and requires a minimum of 10 students to attend.

The Master's program is available in English, French, Portuguese, and Arabic.

Students can choose to enrol in the Master's Program or to register for a limited number of individual modules. All modules are available in English, French, Portuguese, and Arabic.

Art. 2 – Academic Credits (ECTS)

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 defense 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. 3 – MEPA objectives

The Master in Electoral Policy and Administration is designed to provide comprehensive, advanced education on electoral processes to current or prospective election professionals through an exhaustive overview of all the phases. The program is designed to equip participants with the knowledge and skills necessary to serve as election administrators, members of Election Management Bodies, or electoral observers.

The objectives of the Master Program are as follows:

- 1) To respond to the global demand for qualified electoral administrators by providing participants with the necessary expertise and skills to meet the challenges of contemporary electoral processes.
- 2) To contribute to reducing the gender gap in electoral administration by strengthening women's role in this sector, particularly in senior positions.

Through its rigorous and comprehensive curriculum, the MEPA program aims to cultivate a new generation of professionals capable of promoting and supporting transparent, inclusive, and credible electoral processes in their countries and worldwide.

Art. 4 - Teaching and internal structure

The Master Program employs an intercultural and cross-disciplinary approach, with lectures designed to analyse real-life situations and concrete examples. Teaching methodologies include various drills, simulations, and role-plays to provide participants with practical experience in electoral administration. The cross-disciplinary approach ensures that participants develop a well-rounded understanding of the issues involved in electoral administration, while practical simulations and role-plays provide hands-on experience in managing elections.

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 which takes 3 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 organized if a minimum of 10 participants are attending and will be delivered in English.

Art. 5 – Places available and admission requirements

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

Candidates who meet the following requirements are eligible to apply for admission:

- a) Have obtained at least a three-year Bachelor's Degree, a Masters' Degree (as per Ministerial Decree No. 270/2004), a four-year Masters' Degree (as per Ministerial Decree No. 509/1999), a five-year Degree under the old university system, or an equivalent academic qualification from an Italian or foreign university by the expiry date of this call for applications.
- b) Have gained some working, volunteering, or educational experience in electoral policy and administration or related areas.

Those who wish to attend the English version of the Master must have a good knowledge of English (at least a B2 level based on the [Common European Framework of Reference for Languages](#)). Similarly, those who enrol in other linguistic versions must also have a good knowledge of the language, at least at a B2 level.

Undergraduate students who have completed all progress examinations before the start of the Master Program and expect to obtain their academic qualification during the academic year preceding the program's onset may also apply for admission. The Sant'Anna School reserves the right to exclude a candidate at any time with a motivated decision if the prescribed requirements have not been met.



Art. 6 – Entry ECTS

Upon specific request from interested candidates, the Sant'Anna School of Advanced Studies can recognize up to 12 university ECTS credits based on the comparability and adequacy of activities already undertaken with the knowledge, skills, and competencies offered by the MEPA Program. Candidates can request the recognition of ECTS by providing the Sant'Anna School of Advanced Studies with a Diploma Supplement. No other certificates or course information will be taken into account.

Credits already obtained attending and passing MEPA modules will be recognized without limitations.

Art. 7 - Application procedures Application procedure for the entire Master Program

Candidates interested in being admitted to the Full Master Program should follow the steps outlined below:

1. Visit the website www.mastermepa.santannapisa.it.
2. Download the file called “MEPA Master Application” and fill it out electronically;
3. Follow the instructions provided in the tutorial video (available on the website) and register online;
4. Upload the Master application form during the online application procedure;
5. Candidates must include all requested information and upload the following mandatory documents under penalty of exclusion:
 - A copy of their passport or identification card;
 - A copy of all degrees mentioned in their application (e.g., BA, MA, PhD, etc.);
 - Official transcripts of the bachelor's degree (an official document from the university specifying the grades of all exams and the final grade obtained)

 - A copy of the last payslip (if the candidate applying for a scholarship is working).

Incomplete applications will not be admitted.

Application procedure for the Individual modules

Candidates interested in attending individual modules should follow the steps outlined below:

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

Only complete applications will be admitted.

Falsification of documents and fraudulent statements are punished according to the Italian Criminal Code and the special applicable laws (Art. 75 and Art. 76 of Presidential Decree (D.P.R. No. 445/2000)). The 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 program has already started, and may request that original documents be submitted. In the case of false statements, the Institution may decide, at any time, to exclude candidates from the selection procedure or the Master Program, based on a motivated decision issued by the Rector, without prejudice to the resulting criminal liability.

Art. 8 - Application deadline

The application procedure for the Master program is open year-round. However, the program has two annual intakes: one in October (12 October 2023) and one in April (12 April 2024). To be considered for the Autumn intake, candidates must apply before the 21st of September 2023. Whereas for the Spring intake, candidates must apply by the 22nd of March 2024. Late applications will be considered for the next round. Admitted candidates will be contacted shortly after the relevant deadline.



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. 9 - Selection procedure for the Master

A special committee appointed by the Rector of the Sant'Anna School of Advanced Studies selects candidates for the entire Master Program. The Committee evaluates each candidate's educational qualifications and may conduct telephone or Skype interviews if deemed necessary.

The Committee assesses each applicant's qualifications and assigns a score of up to 100 points based on the following criteria:

- Academic curriculum (average of grades received in exams, marks of the graduation exam if applicable, consistency of the curriculum and coherence of the final thesis with the contents of the Master Program) - up to 24 points;
- Motivational letter - up to 35 points;
- Relevant training in the sector - up to 16 points;
- Relevant professional experience/voluntary activities in related fields - up to 16 points;
- Language skills (except English for those attending the English version; Arabic for those attending the Arabic version; Portuguese for those attending the Portuguese version, and French for those attending the French version) - up to 7 points;
- Relevant publications - up to 2 points.

The selection committee reserves the right to request additional documents/information.

Candidates who score 60 points or higher out of 100 will be admitted to the Master Program. Due to the high number of applications, only admitted candidates will be notified via email. Undergraduates referred to in Article 4 will be admitted "subject to reserve requirements" until they obtain their degree within the specified time frames.

For the Individual modules

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

Art. 10 - Tuition fee and Scholarship

Tuition fees and scholarships for the entire Master

The Master Program tuition fee is 10,000.00 euros and can be paid in three instalments. The first instalment of 3,500.00 euros is due upon enrolment. The second instalment of 3,500.00 euros and the third instalment of 3,000.00 euros must be paid at the latest, 8 months after enrolment (II Instalment) and before the thesis discussion (III Instalment). The tuition fee includes 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 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 candidate will not be corrected, and they will not be able to complete the Master Program until they have fulfilled their financial obligations. We kindly remind candidates that 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.



To promote diversity within the program, the Sant'Anna School of Advanced Studies and its partners may offer partial fee reductions based on merit, distinctive competencies, and academic excellence to talented students who require financial aid. In each selection round, the Sant'Anna School of Advanced Studies and its partners may offer fee reductions of up to 30% to Master candidates from Least Developed Countries (LDCs). Female candidates will have precedence in the case of ex aequo. Admitted candidates who require financial reductions may contact the program director within one week of receiving their acceptance email. Fee reductions are subject to the availability of funds.

The Fischer Family Scholarship is also an annual scholarship award granted to one student per intake, which covers part of the tuition costs of the Master program. The award is \$5,000 and is given to a student who has been admitted to the MEPA program and is professionally engaged or intends to be engaged in some aspect of electoral conflict prevention and electoral security. Applicants must submit a cover letter in English to Professor Jeff Fischer, explaining their engagement in electoral security, career path, and future professional plans. The scholarship applications are reviewed and awarded by Professor Fischer based on the applicant's background, professional intentions concerning electoral security, and future plans.

Tuition fees and reductions for individual modules

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 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. Special fee reductions may be available if an institute or organization enrolls a certain number of employees/participants simultaneously in the Master Program or 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 who asks for said exemption or reduction must attach an appropriate certificate to the online application.

Art. 11 - Acceptance procedure and method of payment

Applicants who are admitted to the Master Program must confirm their acceptance within one year of receiving the communication of admission. To start the program, admitted candidates must also submit the following:

- A copy of the payment of the first instalment of the tuition fee (3.500,00 Euro) is to be done according to the instructions which will be provided in the letter of admission to the MEPA.

If a successful candidate decides to waive attendance to the Master Program before it starts, they forfeit their right to be refunded the amount paid as the 1st instalment or as a deposit. Students admitted to individual modules must pay the fee for each module no later than one year after receiving the admission notification and at least 15 days before the respective module begins. Non-payment of tuition fees by the deadline will result in the suspension of the student's enrolment status. As a consequence, the student will not be able to receive certificates of enrolment or attendance, and their exams will only be processed once the outstanding fees have been paid in full.



Art.12 - Didactic Phase

The didactic phase will consist of twenty-four modules, including twelve compulsory modules and twelve optional modules, as listed below:

- 1 – Elections and Voting as Instruments of Governance (2 ECTS credits) – Compulsory Module
- 2 – Electoral Legal and Regulatory Frameworks (3 ECTS credits) – Compulsory Module
- 3 – Electoral Management Bodies (EMBs) (3 ECTS credits) – Compulsory Module
- 4 – Electoral Systems and Managing Representation (3 ECTS credits) – Compulsory Module
- 5 – Understanding and Managing Boundary Delimitation (3 ECTS credits) – Optional Module
- 6 – Political Parties, Campaigns, and Political Finance (3 ECTS credits) – Compulsory Module
- 7 – Electoral Planning and Budgeting (3 ECTS credits) – Compulsory Module
- 8 – Electoral Logistics (4 ECTS credits) – Optional Module
- 9 – Voter Registration and Identification Systems (3 ECTS credits) – Compulsory Module
- 10 – Electoral Operations (3 ECTS credits) – Compulsory Module
- 11 – Gender and Elections (2 ECTS credits) – Optional Module
- 12 – Marginalized Electorates and Special Voting Programs (2 ECTS credits) – Compulsory Module
- 13 – Managing Elections in Public Emergency Situations (3 ECTS credits) – Optional Module
- 14 – Election Integrity in the Digital Age (3 ECTS credits) – Optional Module
- 15 – Civic and Voter Education (2 ECTS credits) – Optional Module
- 16 – Media and Elections (2 ECTS credits) – Optional Module
- 17 – Electoral Integrity and Malpractice (4 ECTS credits) – Compulsory Module
- 18 – Managing Electoral Security, Electoral Violence, and Preventing Election-related conflicts (2 ECTS credits) – Optional Module
- 19 – Elections in Fragile / Post Conflict contexts (3 ECTS credits) – Optional Module
- 20 – Electoral Justice Systems (3 ECTS credits) – Compulsory Module
- 21 – Electoral Observation, Evaluation, and Validation (3 ECTS credits) – Optional Module
- 22 – Policy Advice and Electoral Reform (3 ECTS credits) – Compulsory Module
- 23 – Direct Democracy (2 ECTS credits) – Optional Module
- 24 – Leadership in Electoral Administration (2 ECTS credits) – Optional Module (under construction)

Art. 13 – Rights and obligations

The students' rights and obligations and the interactions between students, staff, and the school's facilities are regulated by the Master Program Procedural Guidelines for Students, the Ethical Code, and the general rules established by the Sant'Anna School of Advanced Studies. Any violation of these regulations may result in disciplinary action, which will be determined based on the gravity of the breach.

Art. 14 – Final thesis and conclusion of the MEPA Program

Upon successful completion of the assigned compulsory and optional modules, students are required to submit a Master thesis on a topic covered during the Master Program. The thesis will be assessed by a committee appointed by the Rector of the Sant'Anna School of Advanced Studies, and the student is expected to present and discuss the thesis publicly. For students attending the Master in Arabic and Portuguese, a copy of the thesis must be submitted in English, and they are encouraged to discuss the thesis in English if their language skills allow it. For students attending the Master in French, a copy of the thesis may be submitted in French, and the discussion can take place in French or English.

The thesis discussion can take place in person during the optional residential phase or via online platforms such as Skype, WebEx, or Zoom.

The thesis must be registered in digital format in the Sant'Anna School of Advanced Studies' online theses archive in compliance with the timing specified in the Master Program Procedural Guidelines for Students.



Art. 15 - Prohibition of plagiarism

All works submitted as part of the requirements for any examination of the Master program must be expressed in the students' own words and incorporate their ideas and critical thinking. Plagiarism, which is the presentation of another person's thoughts or words as a student's own, must be avoided and will be duly punished. Particular care should be taken in coursework, essays, and thesis. The Sant'Anna School of Advanced Studies reserves the right to use plagiarism detection software. Any violation of academic integrity, including plagiarism, will result in disciplinary action up to and including expulsion from the program.

Art. 16 - Educational Qualification issued

Educational qualifications issued for the completion of the Master

At the end of the Master Program, 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 and selected optional 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 fees.

Educational qualifications issued for the attendance of individual modules

Students admitted to 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 ECTS credits.

Art. 17 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.

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. 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 under 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, Giovanna Bottai, giovanna.bottai@santannapisa.it. Please read the privacy statement available at the following address: <https://www.santannapisa.it/it/alta-formazione-info>.



DR 362/2023

**Rules and Regulations of the
Master in Electoral Policy & Administration**

A.Y. 2023/2024



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 2023-2024. 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 2023) and one in April (12 April 2024). To be considered for the Autumn intake, candidates must apply before the 21st of September, 2023. Whereas for the Spring intake, candidates must apply no later than the 22nd of March 2024. 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:

- An online component lasting 9 months for a total of 470 hours (excluding individual study hours).
- An optional internship of a minimum of 300 hours.
- The drafting and public defence of the thesis which takes 3 months.
- 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 organized if a minimum of 10 participants decide to attend. The latter will be delivered in English.

Furthermore, students can attend specific modules based on their interests or relevance to their studies. 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 Master program is typically completed within an average duration of 1 year and 6 months. However, students can extend the program and complete it within a longer timeframe. The maximum duration allowed for the program is two years. If students exceed the two-year timeframe without requesting an extension, they can no longer complete the program and receive the degree. To request an extension, students must reach out to the Master Director before the expiration of the two-year period. The extension can only be granted under exceptional, well-proven and justified circumstances.

In exceptional circumstances where a student has exceeded the two-year deadline without requesting an extension, there is a possibility to re-apply to the Master program. The re-application process allows students to retain their academic progress, preserved credits, and already paid financial fees. Under this provision, students must provide evidence of exceptional circumstances that prevented them from completing the program within the allocated time. These circumstances should be well-documented and supported by appropriate evidence. The re-application is subject to approval by the Master Director and the relevant academic authorities.

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 2023, the student will be eligible to start attending the Master Program during the Fall intake (on the 12th of October 2023). 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 the presence of students 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, individual and group presentations by students, 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. 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 Program, they will be allowed to submit a shorter Master 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. 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 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 the above-mentioned Article 3.

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

Students who do not opt for an internship are required to produce a Master Thesis on a topic of interest related to the content of the Master Program. The Master Thesis should be a minimum of 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. Similarly, students attending the Master program in French can submit a copy 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 Thesis to the archive of online dissertations of the Sant'Anna School of Advanced Studies, 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 defense 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. 11 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.

In case of failure at a referral exam, the details and procedures for additional referral exams will be determined by the Master Director and communicated promptly.

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



Art. 12

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, a Certificate of Completion is awarded to students who have successfully passed all the required examinations for each individual module.

Art. 13

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 behavior by any staff member have the option to contact the Scuola Confidential Counsellor at 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 deemed appropriate by the Master Director, considering the specific circumstances.

Art. 14

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. 15

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. 16

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 continuous improvement of the program.



Art. 17 Additional services

Library: throughout the Master Program, students will be given credentials to access the e-library of the Scuola Sant'Anna. 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 visualization of its resources. The help desk is reachable 24/7 through a dedicated email address mwiza.kalisa@unitar.org and requests will be addressed in the shortest time possible, usually within one 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 will be necessary to access the canteen services. The badge 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 have the possibility to buy a PIN code from the 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, giving 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.

Fax: during the optional residential phase, students can receive faxes at the number 050/882665, with "Master in Electoral Policy and Administration" written in the heading, along with the student's name. Faxes will be delivered during the lunch break or after the afternoon classes.

Lockers: during the optional residential phase students can use one of the lockers on the first or second floor in the building at Via Cardinale Maffi 27. On request, the key to the locker will be given to students after paying a 5 € deposit. The deposit will be refunded upon the return of the key.

Art. 18 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 candidate will not be corrected, and they will not be able to complete the Master 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 have passed the exams. Evidence of payment must be sent according to the pre-defined schedule, to the Secretariat of MEPA.

Art. 19 Student Insurance

Duly enrolled students are insured during the optional residential phase by: 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 organized 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 policy-holders (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.

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 and during the online phase is the students' responsibility.



Art. 20 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.

A summary of these regulations will be provided to participants 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 organization 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 Code will be administered and maintained by the MEPA Office, 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 organization 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 unauthorized materials, information, or study aids in an assignment or exam, including working in groups on any assignment that has been designated as 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 by the MEPA Director in writing.

○ **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 address on record for the student.

Appeals are limited to the following grounds: new evidence that was not available at the time of the adjudication of the case and that may affect the outcome of the case, 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.