



## **MASTER IN ELECTORAL POLICY AND ADMINISTRATION - MEPA**

### **CALL FOR APPLICATIONS FOR 28 POSITIONS**

**A.Y. 2014/2015**

#### **ART. 1**

##### **The Master Programme**

In accordance with Art. 3 of the School's Charter, the Scuola Superiore Sant'Anna -Institute of Law, Politics and Development- in Pisa, Italy, is offering a *Master in Electoral Policy and Administration* for the academic year 2014/2015.

The Master will be held at Scuola Superiore Sant'Anna in Pisa and at dedicated venues for the internship, starting on March the 2<sup>nd</sup> 2015 and ending in Spring 2016. It will be on a full-time basis, and the language of instruction will be English.

#### **ART. 2**

##### **Academic credits**

A maximum of 67 academic credits will be awarded upon successful completion of the Programme, subordinate to evaluation of results and regular class attendance, in accordance with the Rules and Regulations of the *Master in Electoral Policy and Administration*. Degrees are awarded to students who attain a minimum of 60 academic credits.

#### **ART. 3**

##### **Goals**

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

- To provide an academic and practitioner experience for those individuals already working as electoral administrators or seeking careers as electoral professionals;
- To establish a source of professional education to fill the expanding labour market in electoral administration;
- To reduce the gender gap in electoral administration by educating more women to become electoral executives.

#### **ART. 4**

##### **Teaching methodology and Phases of the Programme**

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

The syllabus of the Master Programme, in addition to individual studying and the preparation of a final dissertation or project work, will cover 440 hours of classroom lectures and 200 hours of internship.

The didactic phase will consist of eighteen modules

- 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**

Class attendance will be compulsory. Classes will be held from Monday to Friday on a full time basis. For special sessions or in exceptional cases classes will be held also on Saturday.

Exams will be held during the didactic phase. In order to be admitted to the internship and to be entitled to the final degree, it is mandatory to pass the course's final exam for those courses which credits are identified as compulsory and to discuss the final Master Thesis.

The goal of the internship is to supplement the classroom lectures with direct hands-on experience within national and international institutions and organisations.

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

#### **ART. 5**

##### **Dissertation or Project work**

At the end of the Master Programme, the students shall produce a written dissertation or a project work related to their internship experience and to the topics covered within the didactic phase of the MA Programme, which will be publicly discussed.

#### **ART. 6**

##### **Places Available and Entry Requirements**

The Master is limited to a maximum of 28 positions.

Applicants for the Master Programme shall:

- Have a three years (at least) university degree or equivalent, issued by a university institution or equivalent and two years working experience in the Electoral field, or five years of working experience in the Electoral field. Students who expect to attain such qualifications before December 31<sup>st</sup> 2014 are also eligible;
- Priority will be given to candidates already working within Electoral Management Bodies (EMBs), especially those from the Global South;
- Understand, speak and write English at least at level C1, as exemplified in the Common European Framework of Reference for Languages (Council of Europe).

#### **ART. 7**

##### **Application Procedure**

Applicants shall enter their application online, at [www.sssup.it/MEPA/applications](http://www.sssup.it/MEPA/applications), following the procedure described in the section "Application Process" in order to access the online application form. Applicants are strongly advised to carefully fill in all the compulsory fields, included the field devoted to the description of their motivational profile. In case of failure of the online application system, applicants are advised to contact the MA Secretariat via email to [mepa@sssup.it](mailto:mepa@sssup.it) as to receive instructions.

The following documents shall be enclosed with the online application:

- CV/ résumé;**
- Transcript of all records of the BA degree** (or equivalent), with the marks of each single exam passed and, if applicable, the final mark, issued by the applicant's University and written either in Italian, or English, or French, or German, or Spanish. Applicants are informed that in case the BA degree transcript is missing, the application will be considered inadmissible.

Applications deadlines:

- First round deadline 15<sup>th</sup> September 2014, 12:00 noon (CET)
- Second round deadline 1<sup>st</sup> November 2014, 12:00 noon (CET)
- Third round deadline 5<sup>th</sup> January 2015, 12:00 noon (CET)

Forged deeds and false statements shall be punished in accordance with the Criminal Code and any other applicable law; the School shall conduct random checks of the received statements.

#### ART. 8

##### Selection Process

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

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

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

Only applicants who receive an overall score of at least 60/100 points will be considered eligible for the Programme. Eligible applicants will be inserted in a merit list, according to which up to 28 positions will be offered to the applicants with the highest score in the list. 14 positions are meant for female candidates.

At the end of the process, the Selection Committee will prepare the list of admitted and reserve students which will be published on the Master's website. The result of the selection will be timely notified to applicants by email.

#### ART. 9

##### Tuition fee and Scholarship

The tuition fee for the full Programme is **15.000,00 euro**, payable in two instalments of 7.500 and 7.500 euro. It covers the following: academic and tutorial costs, attendance costs and participation to field trips, didactic materials (mainly in electronic format), lunches (on class and exam days), access to all School's facilities (including library and computer rooms). Travel, accommodation in Pisa and during the internship, and any other expense are the responsibility of each participant.

The Master Programme may offer 1 or more scholarships, covering the full tuition fee, to be awarded to those non-OECD citizens who apply for the exemption of tuition.

Upon acceptance, the winner shall lodge a caution deposit, which will be paid back to her/him at the end of the residential phase of the Master Programme, provided that there has been a regular attendance.

If the winner thereafter decides to withdraw from or drops out of the Master Programme, he/she will not be paid back the caution deposit.

Applications for financial assistance from non-OECD citizens will receive consideration only in connection with completed applications for admission to the *Master*. Scuola Superiore Sant'Anna reserves the right to determine the amount of each contribution and the awarding criteria.

#### ART. 10

##### Acceptance – Payment methods

Admitted applicants who wish to attend the Master Programme shall give confirmation of their acceptance by the deadline indicated in the admission letter. To confirm, they shall send either by fax (+39 050-882665) or by email (mepa@ssspp.it) the following documents:

- Photocopy of valid ID document;
- Letter of admission to the Master Programme, duly counter-signed for acceptance;
- **Receipt of payment of the first instalment, or receipt of payment of caution deposit (for scholarship holders).**

Payment methods:

- By bank transfer to UNICREDIT Banca di Roma S.p.a., branch of Pisa, P.za Garibaldi 1, IBAN: IT 32 0 02008 14006 000401272765, BIC/SWIFT: UNCRITM1G12, BENEFICIARY: "Scuola Superiore Sant'Anna di Studi Universitari e di Perfezionamento", description of payment: "No. of instalment (e.g.: 1st instalment), MEPA015, student's full name".
- By credit card through Virtual POS. Cards accepted: Visa, Mastercard. A description of payment shall be provided as follows: "No. of instalment (e.g.: 1st instalment), MEPA2015, student's full name".

Admitted students who are citizens of non-EU member States residing outside Italy shall contact the Italian Embassy in their country of residence (for the addresses please see: [www.esteri.it/visti/index\\_eng.asp](http://www.esteri.it/visti/index_eng.asp)), as soon as they receive notification of admission, in order to apply for a *visa for study purposes*.

By the beginning of the Master programme, all admitted students holding a non-Italian qualification will be required to obtain the **formalization of their academic qualifications**. To this effect, they shall contact in due time the Italian Embassy in the country of the academic institution which issued their qualification.

In order to finalise their attendance to the Master Programme, before the beginning of the courses all students shall hand out to the MA Secretariat a 16-euro revenue stamp, to be affixed onto their application, and a recent passport-size photo in jpeg format.

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

The second **7.500,00-euro** tuition fee instalment shall be paid by **June 30<sup>th</sup> 2015**.

#### **ART. 11**

##### **Degree Awarded**

At the end of the Master Programme, those students who have regularly attended and have passed all the required examinations will receive from Scuola Superiore Sant'Anna a Master Degree (I Level), stating the gained academic credits, in accordance with art. 3 paragraph 8 of the Italian MD no. 509 of November 3<sup>rd</sup> 1999.

#### **ART. 12**

##### **Personal Data and measures of prevention of corruption**

In accordance with Italian Legislative Decree n. 196 30/06/2003 (Personal Data Protection Code), please note that the personal details collected by Scuola Superiore Sant'Anna, the holder of such data processing, will be used solely for the purposes pertaining to the management of this Master Programme, in accordance with the applicable regulations. The Scuola Superiore Sant'Anna shall be responsible for such data processing. Anyone concerned can assert the rights under art. 7 of the Italian Legislative Decree n. 196/2003 with the Scuola Superiore Sant'Anna.

The Scuola Superiore Sant'Anna operates in compliance with Law n. 190/2012 concerning the prevention of corruption by implementing measures identified in the "Three-year plan for the prevention of corruption" published in the section "Transparent Administration" of the Scuola website at: <http://www.sssup.it/amministrazione-trasparente/altri-contenuti/corruzione>.

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