



Rules and Regulations of the Master in Electoral Policy & Administration

A.Y. 2017/2018

MEPA 2017



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Art. 1

Scope and field of application

These rules and regulations apply to the students of the Master in Electoral Policy and Administration and supplement the provisions of the General Rules and Regulations for the students of the courses of the Masters and Advanced Education Programs of the Scuola Superiore Sant'Anna and the regulations therein referred to.

Art. 2

Structure of the Master Programme

Students can apply any time. Admitted participants will be informed about their results within eight weeks. Once admitted, students will receive an Admission Letter and they will have up to one year to secure enough funding and start attending the courses. Students can start attending the Programme at three different times per year: 1 October, 15 January or 1 April.

The structure of the Master Programme is as follows:

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 Scuola Superiore Sant'Anna. The residential component is offered with a minimum of 10 participants.
5. Optional additional online module – min. 50 hours

Art. 3

Duration of the Master Programme

The average duration of the Programme is one year. Students may opt to complete it within a longer timeframe. However, the maximum duration of the Programme shall not exceed two years. After two years students will lose the possibility to be entitled to the First Level Master's Diploma.

The starting point of the Master Programme corresponds to the closest starting date available following the payment of the first tranche of the tuition fee. For example, if the first tranche of the tuition fee is paid on the 1st of December, the student will be able to start attending the online modules on the 15th of January. The 15th of January it is also the date from which the two years available to complete the Master Programme are calculated.

Art. 4

Venue for lectures

Lectures will be held online.

The optional residential phase will be held at the Scuola Sant'Anna's main campus in Piazza Martiri della Libertà, 33, Pisa, Italy. Access to the building is allowed from 8.00 am to 07.30 pm.

During the optional residential phase study rooms may be requested by the students following reservation through their tutor.

Art. 5 Calendar of modules

At the beginning of the Programme students will receive a tentative calendar for the delivery of the different modules. The calendar may be modified due to specific technical requirements or teachers' availability. Any change will be regularly notified by email and on the MEPA platform.

Special training sessions for synchronous lectures, exams or events, webinars, group works or career coaching will be scheduled on specific dates and times and will be duly communicated at least two weeks in advance.

Art. 6 Attendance requirements

Students can access online courses 24/7 and they are required to duly attend them.

Students who decide to include an internship in their Master Programme, at the end of the internship period, have to transmit to the Master's secretariat staff an internship attendance register duly signed by the internship supervisor at the end of the internship.

Without prejudice to the provisions laid down by the General Rules and Regulations for the students of the courses of the Masters and Advanced Education Programs in terms of attendance requirements, students cannot miss more than 10% of the internship. In this way, they are allowed to submit a Master thesis of min. 7.000 max 10.000 words instead of a thesis of min 15.000 max 20.000 words, as requested to students that decide not to include an internship in their Master Programme.

Similarly, students who decide to attend the optional residential phase, in order to earn the respective academic credits, they cannot miss more than 10% of the compulsory activities.

The Master's secretariat staff reserves the right to make controls, in order to verify the presence in the internship place or in the venues of 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 of the single modules 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, simulation, etc. at the end of each module with the purpose of objectively evaluating the learning and the completion of the module.

Moreover, special session exams will be held at the end of, or during, specific courses.

Such exams may consist of: multiple-choice test and essay questions, students' individual and group presentations, simulation/role-playing exercises, virtual class debates on assigned topics, paper exams, proposal writing, with modalities that will be timely notified for each course.

Art. 8

Technical Requirements (Hardware and Software)

The Scuola and UNITAR recommend the following as a minimum in hardware and software to be able to access the "desktop/laptop" version of the MEPA e-learning platform:

- Platform: Windows 95, 98, 2000, NT, ME, XP or superior; MacOS 9 or MacOS X; Linux
- Hardware: 64 MB of RAM, 1 GB of free disk space
- Software:
 - Adobe Acrobat Reader ([click here](#) to download for free)
 - Adobe Flash Player ([click here](#) to download for free)
 - Microsoft Office (Windows or Apple version) or Open Office ([click here](#) to download for free)
- Browser:
 - Google Chrome 30.0
 - Safari 6
 - Internet Explorer 9 (IE 10 required for drag and drop of files from outside the browser into Moodle) - [click here](#) to download IE 10 for free)
 - It works better with Firefox 25.0 ([click here](#) to download for free)
- Note that JavaScript, Cookies and Popups must be enabled
- Modem: 56 K

For the mobile version students are requested to install the Moodle Mobile app and the platform can be accessed both with Android and iOS.

A technical help-desk is available 24/7 through a dedicated email address for any problem related to the access to the e-learning platform and the visualization of its resources. Also, a virtual office is available once a week for any other issue and requests of clarifications.

Art. 9

Internship

Internships are encouraged but are not compulsory in order to earn the First Level Master's Diploma. Preferably by the end of the online phase of the Master Programme every participant who wish to undertake an internship, together with the Master's staff and the host institution, will agree upon the place, period and theme of the project to be carried out during the internship.

Internships should last at least 300 hours and can be carried out during or, preferably, after the online phase.

Students that decide to include an internship in their Master Programme are allowed to submit a shorter Master Thesis as described in art. 8.

Art. 10

Master Thesis

Students who wish to undertake an optional internship, at the end of the internship, shall produce a Master Thesis of min. 7.000 max 10.000 words, including references and appendices, related to the content of the internship or related to the Master Programme which must be approved by a Committee appointed by the Rector of the Scuola.

Students who do not wish to undertake an internship shall produce a Master Thesis on a topic of interest related to the content of the Master Programme. The Master Thesis must be of min 15.000 max 20.000 words, including references and appendices and must be approved by a Committee appointed by the Rector of the Scuola.

The Master Thesis shall be developed with a rigorous research methodology and shall contribute to

the creation of new knowledge and/or to the further development of existing knowledge on a topic related to the Master Programme.

The Master Thesis will be supervised by a member of the Academic Board, designed by the Director of the Master taking into due consideration the topic under investigation. The supervisor can be suggested by the student but such designation must be approved by the Director of the Master.

The object under investigation shall:

- Be a topic of general interest referring to institutions, juridical and administrative frameworks, or a social phenomenon related to electoral policy and administration;
- Bring innovation to the doctrine, jurisprudence, legislation or administrative framework of the topics of the Master Programme;
- Improve or innovate the methodology through which electoral issues are taught and explained;
- Reinforce the principles and the aims of the MEPA partners (Scuola, UNITAR and Int. IDEA).

The deadline for submitting the Master Thesis is six months after the completion of the online component provided that the student does not exceed the two years available to complete the Master Programme.

Students are also required to deposit, in digital format, their Master Thesis in the archive of the online dissertations of the Sant'Anna School of Advanced Studies, to be found at <https://dta.santannapisa.it/> respecting the timing defined by the Master's Secretariat and communicated to the student at least three months before delivery.

Students can discuss their Master Thesis through online programs, such as Skype or during the graduation ceremony organised on the occasion of the optional residential phase in autumn or in spring.

Art. 11

Credits, assessment regulations

A maximum of 67 credits will be awarded upon successful completion of the Programme, depending on evaluation results (exams) and regular attendance during the optional internship and/or the optional residential phase, in accordance with the Master's Rules and Regulations.

15 credits will be awarded upon successful completion of the internship and positive evaluation of the Master Thesis (min 7.000 max 10.000 words) and its public defence or the positive evaluation of the Master Thesis (min 15.000 max 20.000 words) and its public defence. Up to 47 credits can be awarded for successful completion of the courses included in the online phase. The remaining 5 credits may be obtained by attending the optional residential phase and/or the optional online module.

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

More in detail, a maximum of 67 CFUs will be allocated as follows:

Online phase		
Module	Hours delivered	Achievable credits
1 - Elections and Voting as Instruments of Governance	20	2
2 - Electoral Legal and Regulatory Frameworks	30	3
3 - Electoral Management Bodies	30	3
4 - Electoral Systems and Managing Representation	30	3
5 - Understanding and Managing Boundary Delimitation	25	2
6 - Political Parties, Campaigns, and Political Finance	30	3

7- Electoral Planning and Budgeting	40	4
8 - Voter Registration and Identification Systems	30	3
9 - Electoral Operations	40	4
10 - Marginalized Electorates and Special Voting Programmes	20	2
11 -Elections and Technology	30	3
12 -Civic and Voter Education	20	2
13 -Media and Elections	20	2
14 -Electoral Integrity and Malpractice	30	3
15 -Electoral Security and Conflict Prevention	20	2
16 -Electoral Justice Systems	20	2
17 -Electoral Observation, Evaluation and Validation	25	2
18 -Policy Advice and Electoral Reform	20	2
TOT.	480	47
Other didactic activities		
Type	Hours delivered	Achievable credits
Optional Internship + report paper	Internship: min 300h	15
OR Final Thesis		
TOT.		62
Optional residential phase and/or optional online module	Optional online module: min. 50 h	5
TOT.		67

2 to 4 credits will be awarded to individual modules (depending on the module), upon positive evaluation of the exam.

Marking scheme

Grades are given on the basis of 100 points. The minimum passing grade is 50/100.

Grades below 50 are a fail and are not registered.

The interpretation of grade is as follows:

Above 70: Outstanding; 60-69: Good; 50-59: Pass; 30-49: Unsatisfactory (Refer); 0-29: Unsatisfactory (Re-sit).

In case of failure of a course a referral exam will have to be taken. The modalities for the referral exams will be decided by the Master Director and timely notified. Failure in the Master Thesis is not permitted and will result in the First Level Master's Diploma not being awarded.

Participation in virtual classes and group works will be taken into account in the assessment of the student's performance in each course.

Art. 12

Diploma/certificate awarded

The First Level Master's Diploma is awarded to students who attain a minimum of 62 credits.

A Certificate of Completion for each module is awarded to students who attain the minimum number of credits foreseen for each module.

Art. 13

Discipline and Plagiarism

While attending the Master Programme, students shall always behave honestly and respectfully towards all persons and structures/facilities, as laid down by the General Rules and Regulations of the Scuola, by the General Rules and Regulations for the students of the courses of the Masters and Advanced Education Programs, and by the Student Integrity Code of the Master in Electoral Policy and Administration (Annex 1). Suspected violations to the standards laid down in the above mentioned documents will be handled accordingly.

All work submitted as part of the requirements for any examination of the MA Programme must be expressed in the students' own words and incorporate their own ideas and judgments. Plagiarism, that is the presentation of another person's thoughts or words as though they were a student's own, must be avoided, and will be duly punished. Particular care should be taken in course-work, essays and reports. The Scuola reserves the right to use iThenticate plagiarism detection system. If caught with an act of plagiarism students can be expelled from the programme.

Art. 14 **Visiting students**

During the optional residential phase of the Master Programme, visiting students coming from universities with whom the Scuola Superiore Sant'Anna has an agreement might be permitted to attend part of the activities.

Art. 15 **Didactic material**

Didactic material will be made available in digital format (documents downloadable from the Master platform).

Art. 16 **Modules' Evaluation**

Students are kindly required to provide, in an anonymous form, detailed evaluations of each online module of the Master Programme in regard to its accessibility, clarity, relevance, etc. Evaluations will be filled out online and the evaluation forms will be available on the platform. More instructions are to be provided at the beginning of the online phase.

Only students who have completed the modules' evaluation forms will be admitted to the exams.

Art. 17 **Additional services**

Library: throughout the Master Programme, 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, on the terms set forth by the Library Regulations.

Students will also have access to UN libraries (physical and online libraries) and access to the UNITAR Community of Practice (COP). UN libraries constitute a strong network that share expertise, best practices and resources. These libraries have become important actors in the Organization's information strategy. The UN Libraries are gateways to knowledge, thought and culture, facilitating the decision-making process within the Organisation.

Since 1946, the Dag Hammarskjöld Library of the United Nations Secretariat in New York has arranged for the distribution of United Nations documents and publications to users around the world through its depository library system. At present, there are more than 367 United Nations Depository Libraries in over 136 countries. Students will be able to consult the material free of charge at any of these depository libraries.

Help-desk: throughout the online phase students will be supported by a technical help-desk managed by UNITAR for any problem related to the access to the e-learning platform and the visualization of its resources. The help-desk is reachable 24/7 through a dedicated email address and requests will be addressed in the shortest time possible, usually within one working day.

Also, for the optional residential phase:

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 the 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 be provided with a personal Username and Password, valid throughout the optional residential phase, which give them access to the various available computer rooms of the Scuola (at the times and on the terms set forth by the relevant Regulations) and to 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 at the end of the afternoon classes.

Lockers: during the optional residential phase students can use one of the lockers on the first or second floor at the building in Via Cardinale Maffi 27. On request, the key of the locker will be given to the student against payment of 5 € by way of deposit. The deposit will be refunded on returning the key.

Art. 18 Tuition fee

The cost of the Programme, which includes participation in all online modules, webinars and other online activities, didactic material in electronic format, tutorship, career coaching and counselling, access to the libraries, is 10.000 €, payable in three instalments of 4.000 €, 3.000 € and 3.000 €. The first instalment is due within one year from the notification of admission; the second instalment must be paid within four months from the start date of the courses and the third instalment must be paid within eight months from the start date of the courses. Travel, accommodation and living expenses in Pisa during the optional residential phase and the optional internship are not included.

Candidates granted a fee reduction must pay the remaining amount of the tuition fee in two instalments, as indicated in the letter of admission.

The cost of an individual module, which includes didactic material in electronic format, tutorship, access to e-library and any other virtual activities organised within the module, is 850 €, payable in one instalment before starting each module. Students admitted to attend one or more modules have to pay the instalment for the first module not later than one year after the receipt of the Letter of Admission.

Starting from the second module, a 10% discount on the fee of the second and third module is applied and a 15% discount is applied on the fourth and fifth module.

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 will have settled the tuition costs and have passed the exams as requested.

Evidence of payment must be timely sent to the Secretariat of the Master MEPA.

Art. 19 **Student insurance**

Duly enrolled students are insured during the optional residential phase by:

Insurance policy for injury risk - no. 361091369 – Generali Assicurazioni: the School ensures 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 policyholders (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 is excluded.

Civil liability insurance policy - no. A2LIA01353H – Lloyd's: the School is insured against third party liability for damage involuntarily caused to third parties as a result of 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, the student is 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 students are required to comply with the health and safety measures and rules in force at Sant'Anna School of Advanced Studies, Master's location, in accordance with the Legislative Decree no. 81/2008 and subsequent amendments and integrations.

A summary of them, will be announced to the participants through the material distributed on the day education begins, so that they are informed and the activities take place in safe conditions.

During the internship the Master's participants are required to comply with rules on health and safety in force at the premises where the internship is carried out. The host organization will provide individual participants with all the relevant information.

ANNEX I STUDENT INTEGRITY CODE

June, 2017

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 know fully the Scuola Superiore Sant'Anna Rules and Regulations, which may be found at www.santannapisa.it.

The Code will be administered and maintained by the MEPA Office, in consultation with the Administration of the Masters and Advanced Education Programs, and in close collaboration with the Legal Office of Scuola Superiore Sant'Anna.

Specific Standards

A. Representations

The MEPA student is expected to represent herself or himself 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 document, 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.

B. Academic Pursuits

The MEPA student is expected to represent her or his academic product 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.

C. Property

The 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 the materials, data, or other 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.

D. Individual Rights

The 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.

E. 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.

F. Sanctions

Violations of the Code will be treated seriously, with special attention to repeat offenders. In assigning a sanction, the Director of MEPA will take into account the seriousness of the offense and the 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.

G. 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.