



DR n. 425 07/07/2021

**SEASONAL SCHOOL**  
**“INSIDER, Innovazioni nel Sistema della Rappresentanza”**  
**A.Y. 2021/22**

**ART. 1**

**The Seasonal School**

The Sant’Anna School of Advanced Studies of Pisa, Italy, is offering the Seasonal School “INSIDER, Innovazioni nel Sistema della Rappresentanza”. The Course will be delivered online, from March 21<sup>st</sup> to 25<sup>th</sup>, 2022 for a total of 40 hours.

The course is limited to a maximum of 20 positions. Each partner university benefits from one reserved seat.

The languages of instruction are Italian and English. Unless otherwise indicated, the lessons will be held in Italian. An advanced knowledge of the Italian language is therefore required.

**ART. 2**

**ECTS - European Credit Transfer and Accumulation System**

The acknowledgement of 3 European Credit Transfer and Accumulation System is foreseen for students who attend the entire training course. Acquiring ECTS is subject to complying with the attendance obligations and passing the foreseen learning assessment tests.

**ART. 3**

**Educational Objectives**

The main target of the INSIDER Seasonal School is to give the opportunity to obtain a specific training on the main current issues concerning political representation, electoral and parliamentary law in a comparative and interdisciplinary perspective

**ART. 4**

**Places available and entry requirements**

The course is intended for Italian or foreign university students who meet the following minimum requirements:

- to be undergraduate, postgraduate and PhD students;
- to have passed, with a high average, all the examinations required by the rules of their Home University programs for students at their year of enrolment; at least 27/30 for the Italian system and B for international applicants;
- have a proficient self-certified knowledge of English and Italian (at least B2 level).

The above requirements are to be met at the closing date to submit applications.

If the number of applications received exceeds the number of places available, then the chronological order in which the enrolment applications were submitted will be adopted.

**ART. 5**

**Course Structure**

Students will be interactively and proactively engaged in the training process, thanks to the integration of the theoretical concepts with the practical experience under the guidance of the trainers, encompassing both academics and practitioners.

Each day is composed of 8 hours of lessons (time 9 AM - 6 PM, with a one-hour lunch break).  
An assessment test is foreseen at the end of the Course.



## ART.6

### Application procedure

The enrolment application is to be received by **February 14<sup>th</sup>, 2022** (Italian time) and is to be submitted exclusively on-line by registering at the website [www.santannapisa.it/en/insider-innovazioni-nel-sistema-della-rappresentanza](http://www.santannapisa.it/en/insider-innovazioni-nel-sistema-della-rappresentanza).

The following documentation is to be attached to the enrolment application, under penalty of exclusion:

- curriculum vitae;
- a currently valid identity document;
- a self-certification attesting the proficient knowledge of English and Italian Language (at least B2 Level)
- transcript of records
- ISEE certificate to obtain a course fee reduction (in case of students enrolled in an Italian University) (*not mandatory*);
- an equivalent certification of income released by the responsible institution of the home country, to obtain a course fee reduction (in case of students enrolled in a foreign University) (*not mandatory*);
- any other document deemed useful (*not mandatory*).

Late applications, or applications missing any mandatory information will not be taken into consideration.

Forged deeds and false statements shall be punished in accordance with the Criminal Code and any other applicable law and will result in exclusion from the course.

## ART. 7

### Tuition fee

The Course fee includes attendance costs, tutorship and reference material.

The tuition fee is determined according to the following table with reference to the valid ISEE certification submitted:

ISEE	Tuition fee Seasonal School <b>on line</b>
Up to € 23.000,00	€ 100
Over € 23.000,00 and up to € 36.000,00	€ 300
Over € 36.000,00 and up to € 54.000,00	€ 400
Over € 54.000,00 and up to € 72.000,00	€ 500
Over € 72.000,00	€ 600

Candidates belonging to the maximum range (over € 72,000.00) are not required to present any ISEE certification or an equivalent certification for students enrolled in a foreign University.

Course fee of students from partner universities will be reduced of 10%.

A 450 € scholarship provided by [Fondazione Talento all'Opera](#) will be assigned to the three best performing participants of the Seasonal School.

In accordance with art. 9 paragraph 2 of Decree No 68/2012, students with disabilities greater than or equal to 66%, recognized pursuant to art. 3, paragraph 1, of Law 104/1992, are exempted from the payment of the tuition fee.

A reduction of 1.5% for each percentage point of disability is applied to those students with disabilities less than 66%. The student with disabilities who intends to make use of the exemption or reduction of the tuition fee shall attach a suitable certification in the on-line application.



A refund of the fee paid at the time of enrolment is not foreseen if attendance of the Course is waived. If the course is not initiated because the minimum number of participants fails to be reached, then the fee paid will be refunded.

#### **ART. 8**

##### **Acceptance – Payment methods**

Admitted applicants who wish to attend the Seasonal School shall give confirmation of their acceptance by the deadline and in the modalities indicated in the admission communication and they shall send receipt of payment of the course fee.

Admitted participants who withdraw from the Seasonal School after payment of the tuition fee might be reimbursed if their withdrawal is based on serious and documented reasons and if the course's budget so allows. Participants who have diligently applied to the competent Embassy without undue delay but have been refused their visa will normally receive reimbursement of the tuition fee that they have paid.

#### **Art. 9**

##### **Certificate of attendance**

At the end of the Course the Sant'Anna School of Advanced Studies will issue a certificate of attendance with value to the extent permitted by law, to the students who attended at least 80% of the entire training programme, and passed the final assessment tests and are up-to-date with the payment of the enrolment fee.

#### **ART. 10**

##### **Coordinator of competitive procedure, privacy policy and anti-corruption measures**

1. In accordance with article 5 of Law 241/90, as subsequently amended and supplemented, the Coordinator of the competitive procedure in this call for admissions is Francesca Gattai, Honours Students Office – Training Department, Sant'Anna School of Advanced Studies - Piazza Martiri della Libertà, 33, 56127 Pisa, tel. 050/883272 - 375, e-mail: [francesca.gattai@santannapisa.it](mailto:francesca.gattai@santannapisa.it).
2. Pursuant to GDPR 679/2016 (European Privacy Regulations) the School is the Controller of any personal data provided as part of the application process. Personal data is required for the purpose of participation in the Seasonal School. Personal data is processed for the following institutional activities:
  - the realisation of the admission procedure;
  - access by students to and staying in School facilities;
  - creation of the student's personal file.
3. Data processing carried out by the School is subject to the rules under GDPR 679/2016 "European Privacy Regulations".
4. Data will be processed by administrative staff at the Honours Students Office and by the Commission in charge of the final evaluation, and for the placement service by the Placement Office for the Third Mission Area, c/o the School headquarters at Piazza Martiri della Libertà, 33, Pisa, through the use of digital procedures and within the limits necessary for the activities described above, also in case of any disclosure to third parties. Anonymous data may be used for statistical purposes.
5. Candidates are entitled to the rights under GDPR 679/2016 and specifically the right to access their own data, to request amendments, additions or deletions if this data is incomplete, erroneous or collected in violation of the law. They may also object to their data being processed for statutorily recognised reasons, sending a request to: Sant'Anna School of Advanced Studies, Honours Students Office, Piazza Martiri della Libertà, 33, 56127 Pisa, e-mail: [seasonalschools@santannapisa.it](mailto:seasonalschools@santannapisa.it). For further clarifications or information please contact the "Data Protection Officer" for the School at the following email address mail: [dpo@santannapisa.it](mailto:dpo@santannapisa.it).
6. The School operates in accordance with anti-corruption and transparency regulations (Law no. 190/2012, Legislative Decree no. 33/2013 as subsequently amended and supplemented) applying the measures outlined



in the “Three-year Anticorruption and Transparency plan 2020-2022” published on the “Transparent Administration” area of the official School website.