Call for admissions to the attendance of the University 1st level International Masters in Digital Library Learning – Academic Year 2017/2018

The University Masters in Digital Library Learning is set up abiding:
- Italian Ministry Decree n. 270 issued on 22nd October 2004
- Art. 8 of University Academic Education Regulations;
- Academic Senate resolution n. 550/18085;
- Board of Administration resolution n. 561/32199.

Institution

For the academic year 2017/2018, the University of Parma starts the University 1st level International Masters in Digital Library Learning, promoted by the Department of Engineering and Architecture in collaboration with the University inter-departmental center Co-LAB and the Tallinn University (Estonia), on the basis of the collaboration agreement named "Agreement between Università degli Studi di Parma (IT) and Tallinn University (EE), for the management of the International Master in Digital Library Learning (DILL)", signed by the Rectors of the two universities.

The website of the University Department of Engineering and Architecture is available at www.dia.unipr.it.

Number of available places		Tuition fees (inclusive of €16 virtual tax)
Minimum	**Maximum**	**1st year - € 2.512 in two instalments**
10	50	• € 1266 at matriculation; • € 1250 within 1st May 2018. **2nd year - € 2512 in two instalments** • € 1266 within 1st September 2018; • € 1250 within 1st May 2019

Deadlines				
Online application availability (deadline at 12:00)	from	11/08/2017	to	11/09/2017
Deadline for the payment of € 50 admission fee (the tax will be reimbursed in case the minimum number of applicants is not achieved. If such a case applies, applicants will be contacted by the responsible administration office)				13/09/2017

Access criteria

All applicants must comply with the following conditions of participation:
- Degree (BA-level) in one of the following: Library Sciences, Information Science, Information Technology, Telecommunications, Electronic Engineering, or any other first-cycle degree which may be considered as equivalent by the Selection Committee;
- For candidates applying from non-English speaking Countries, certification of English knowledge is required. The following certifications and scores are accepted:
  - IELTS – minimum score: 6.0
  - TOEFL paper-based: 550
  - TOEFL Internet-based: 80

- o   TOELF computer-based: 213
- Certificates demonstrating the attendance of specialization and/or training courses may be evaluated as additional titles by the Selection Committee;
- Scientific and/or technical publications may be evaluated as additional titles by the Selection Committee;
- Professional experiences in libraries, archives and digital publishing may be evaluated as additional titles by the Selection Committee.

The University Masters in Digital Library Learning allows the attendance of lectures by non-examination students in the number of maximum 20. Non-examination students may apply to single modules of the Masters upon payment of a tuition fee of € 266 per module (inclusive of virtual tax). Non-examination students must submit an on-line application request available for download at http://dill.unipr.it. All non-examination students will be awarded a certificate of attendance at the end of each module.

Professional profile

The aim of the Master is to provide the skills and competences necessary for a digital librarian, taking into account the complex and changing technological and organisational context of digital libraries. The Master's degree also allows the development of knowledge and skills related to research methodologies, necessary for the study of solutions applicable to professional problems. DILL was the first digital library course in Europe (and beyond) and this is why it attracted students from all continents. The competences of the digital librarian, identified by DILL, are in three areas: technological skills, research skills, as well as library and economic skills. The digital librarian's profile requires technological skills in addition to the traditional background. As a consequence of the integration of interdisciplinary disciplines into the curriculum for the digital library, the professional profile of the digital library "hybrid" is defined with a technological background, differentiated from the profile of the more traditional librarian. DILL has been designed for librarians, archivists, curators, computer scientists and professionals generally interested in the world of digital libraries. The digital librarian's professional qualification is a managerial qualification (7 and 8 European Qualification Framework-EQF).

Description of the Masters contents

The choice of the DILL Master's Degree, since its first edition, has been to prepare a specialized course on the digital library. Among the six modules provided, two are mainly dedicated to creating the basic technological skills for the digital librarian: Digital knowledge organization (first year) and Access to Digital Library (second year). The Digital Knowledge Organization's learning objectives include: students become familiar with the different types of digital libraries, are able to choose between different metadata schemes to ensure interoperability, have an in-depth knowledge of ontologies and are able to use standards for the development of the semantic web. The educational objectives of the Access to Digital Library include: the student is able to develop a strategic approach to creating the digital library, can make appropriate choices on the architecture and is able to work with ethically problematic issues, such as intellectual property rights and the protection of sensitive personal data. The Information and Knowledge Management module has as its educational objectives: the student realizes the need to be an active member of the society, understands the diversity of attitudes and values, has advanced knowledge on the fundamentals of information science and its relations with digital libraries in the wider context of social sciences.

The Human Resources Management module includes as training objectives: the student understands theories, practices, tools and models of human resources management and knows how to develop an analytical framework necessary to understand the strategic approach to human resources in digital libraries. The educational objectives of Research methods include: the student must know the research cycle, the different research models and methods, must demonstrate critical thinking and be able to carry out independent research, how to formulate research questions, find the appropriate research methodology and methods of data collection and analysis.

The training objectives of User and Usage include: the student acquires advanced knowledge on how to build, develop and manage user-centred digital libraries, is able to analyze and evaluate the needs and behaviours of users and assess the impact of digital library resources and services on users.

Course attendance

The Masters modules are available exclusively online. Parts of the modules are taught in asynchronous mode (pre-recorded lectures) and parts are given in synchronous mode (exercises and Q&A sessions). Concerning the parts given in synchronous mode, the attendance of minimum 70% in required.

Credits and academic title

In accordance with the Italian University System, the University Masters in Digital Library Learning is a 2nd-cycle course of further specialization (or higher continuing education). Upon completion of the course, successful students are awarded to double title of 1st-level University Masters. In detail:

1. The University of Parma awards successful students a 2nd-cycle academic title (equivalent to ISCED 7 EQF) named "Master Universitario Internazionale di I Livello in Digital Library Learning";
2. The Tallinn University awards successful students the 2nd-cycle "International Master's Degree in Library and Information Science – Digital Library Learning" academic title.

The course has a duration of 3000 hrs. corresponding to 120 ECTS credits in compliance with Ministry Decree n. 270.

Administrative, technical and practical requests

Any request concerning administrative, technical or practical issues may be addressed to:

U.O. Formazione Post Lauream, Phone: +39.0521.033708, e-mail: master.formazionepermanente@unipr.it

Course and academic requests

The Masters Coordinator is Prof. Francesco Zanichelli, Department of Engineering and Architecture. Any requests concerning the course structure and organization may be addressed to dill@unipr.it.

Course duration, structure and organization

The International Masters in Digital Library Learning has a duration of two academic years and is fully taught in English language.

The Masters courses are delivered online and have the following organization:

- October/December 2017: modules of Digital Knowledge Organization (15 ECTS – University of Parma) and Research Methods and Theory of Science (15 ECTS – Tallinn University);
- March/June 2018: modules of Information and Knowledge Management (15 ECTS – Tallinn University) and Human Resource Management (15 ECTS – Tallinn University);
- September/December 2018: modules of Access to Digital Libraries (15 ECTS – University of Parma) and Users and Usage of Digital Libraries: Quantitative and Qualitative Evaluation (15 ECTS – University of Parma);
- January/March 2019: one-month internship with selected institutions, either in presence (residential) or online (virtual internship). Selected institutions include companies and/or institutions of European resonance working in the framework of digital libraries and archives.

The Master thesis (30 ECTS) requires the preparation of an original research paper through the use of research methods applied to Information and Communication Science. Upon completion, the dissertation paper must be uploaded (in PDF format) on the http://dill.unipr.it website within the 30th June 2019.

The start of the Masters educational activities is foreseen by 16th October 2017.

The educational organization of course and modules is defend by the Masters Executive Committee by taking into consideration that the Masters Courses must end by the 2018/2019 academic year, which corresponds to 30th April 2020.

In case the Executive Committee should decide to extend the activities beyond the above-given date in force of motivated reasons, students will have to comply with the registration to the following academic year through the payment of the virtual tax as additional fee. In such a case, the planning of the activities and the calendar of intermediate and final exams will have to conclude within the second academic year following the matriculation.

Date, place and selection criteria

The admission to the Masters in Digital Library Learning is subdued to passing the title-based selection procedure. The Selection Committee will approve an admission list (in order of ranking) produced taking into consideration the following criteria:

1. Academic title and graduation grade   up to 40 points
2. CV   up to 40 points
3. Motivation letter and reference letter/s   up to 20 points

The Selection Committee will draw a list of admitted students ranked in x/100 points. Only candidates awarding a score equal or higher than 60/100 points are considered as passed. In case of even score between applicants, the younger applicant will be given priority.

To be evaluated during the selection procedures, the applicant is bound to send to the e-mail address master.formazionepermanenente@unipr.it the proof of payment of the admission fee of € 50 the MAV (financial document generated by the system at the moment of registration), including copy of a valid identity document, within the date declared at point 1 "Deadline for the payment of the admission fee" of the web registration page.

Requirements and admission to selection procedures

All students having awarded one of the degrees (BA-level) described above can participate in the selection procedures.

Candidates having a degree in a foreign University must upload (in the "Additional Titles" section of the registration electronic procedure) a scanned copy of the academic title inclusive of an official translation in Italian language and the compulsory "Dichiarazione di Valore", which is delivered by the competent Italian Consulate/Embassy of the Country where the applicant's University of graduation lies. The above indications are given in order to allow the Selection Committee the necessary resolutions of equivalence to admission.

In case of admission, the applicant must provide the original documents to the U.O. Formazione Post Lauream at the time of matriculation.

In force of art. 142 of Italian T.U. 1592/1933, the applicant's simultaneous registration to more than one academic degrees is forbidden.

Admission application

The application for admission to the University Masters in Digital Library Learning is possible through an online procedure to be performed within the given deadline. A PC connected to the Internet, a printer and a valid document of identity are necessary to successfully perform the application phase. The procedure is as follows:

1. Apply for selection by entering the University of Parma "ONLINE APPLICATION PAGE" available at www.unipr.it/iscrizioni (if needed, please click for the English version of the page by selecting ENG at the top right of the page). Please upload the following documents: CV (in European format – link to the document template available at the same page), compulsory certificates and academic titles required (including "Dichiarazione di Valore and official translation in Italian language for foreign qualifications), copy of the certification of English language knowledge (IELTS or TOEFL), motivation letter, reference letter, any further certification that may be suitable for evaluation;

2. Print the € 50 MAV for admission to selection. The MAV must be paid within the deadline stated at Point 1 of the document;

3. Pay the MAV and keep the receipt of the payment. Copy of the receipt must be sent at master.formazionepermanente@unipr.it.

Foreign students must own the "Codice Fiscale" (Italian Tax Code). If not already in your possession, please get your Codice Fiscale by following the instructions available at the link below:
http://www1.agenziaentrate.gov.it/english/individuals/tax_identification_nr.htm

Non-European student who want to stay in Italy longer than 90 days must apply for a residence permit "Permesso di soggiorno" within 8 days since their arrival in Italy.

All information is available at www.portaleimmigrazione.it

Student with disabilities, in application of Italian Laws n. 68/1999 and n. 104/1992, may apply for support measures (related to their disability) by filling the A/38-1 form available at the www.unipr.it page. A disability equal or higher than 66% is considered as threshold.

The University administration is not bound to confirm either the validity or the retrieval of the received documents. The same administration reserves the right to exclude, during any phase of the selection procedure, any applicant submitting incomplete or incorrect documents. Applications submitted in forms that are different from the one detailed in this call cannot be taken into consideration, as well as applications received beyond the given deadline. The University administration cannot be considered as responsible in case of loss of documents depending on incorrect addresses or late notifications of change of address as well as technical events depending on force majeure, third party.

Pre-registration procedure

At the end of the selection procedure, starting from 25th September 2017 (date of start of the matriculation phase) candidates may view, by entering their personal web page (link "admission test") the list of admitted students containing their actual status (admitted or non-admitted). In case of selection, this represents the green light to the matriculation phase.

No phone or post information about the admission to the Masters attendance will be given to participants.

Admitted candidates may pre-matriculate since 25th September 2017 (12:00 o'clock) to 9th October 2017 (12:00 o'clock), following the procedure detailed below:

1. Register your pre-matriculation form by opening the University of Parma "ONLINE APPLICATION PAGE" (www.unipr.it/iscrizioni) and entering the reserved area by using your login and password. You are asked to upload some necessary documents and also, in case you are a non-EU citizen, a copy of the residence permit (a copy of the request receipt issued by the post office whence the residence permit was sent is also valid. It is the applicant's duty to handle the U.O. Formazione Post Lauream a copy of the official residence permit as soon as it is available);
2. Print and sign the pre-matriculation request;
3. Print the € 1266 MAV for the pre-matriculation;
4. Pay the fee (not refundable unless the Degree Course is canceled);
5. Once the online procedure is fulfilled, the student must:
   a. Send, by no later than 9th October 2017, a scanned copy of the payment receipt to the following e-mail address: master.formazionepermanente@unipr.it. The e-mail subject line must compulsorily contain the following information: **SURNAME, NAME, TITLE OF THE CHOSEN DEGREE COURSE**.

Students failing to complete every step described above will be considered as officially withdrawn. The University administration is not bound to communicate of confirm the receipt or the validity of the received documents.

Suitable candidates ranked in the waiting list will be contacted in order of ranking by the administration offices in case of admitted students' withdrawal. Deadlines and procedures for matriculation will be explained by the administration office.

In case the minimum number of applicants is not reached, the degree activation will be revoked. In such a case, the reimbursement procedure of paid tuition will be started.

The responsible of the administration procedure

In force of Italian law n. 241/1990, the responsible officer for this call is Dr. Sonia Rizzoli – U.O. Formazione Post Lauream, P.le S. Francesco, 3, 43121 Parma, Phone +39.0521.033708, fax +39.0521.347016, E-mail master.formazionepermanente@unipr.it.

Management of personal information

In application of Italian law no. 196/2003, all personal information provided by applicants are stored at the University of Parma, having its legal address in via Università, 12 – 43121 Parma.
All personal information provided by the applicants is exclusively handled in relation to the contents of this Call for Applicants.

All personal information provided by the applicants may be transferred to the Italian Ministry of Higher Education (MIUR) for its own institutional aims.

Final provisions

The Masters Executive Committee reserves the right to shift the application and pre-matriculation given deadlines:

1. In case the minimum number of applicants is not reached;
2. In case the occurrence of exceptional events requires to postpone the starting date of educational activities.

In case delays or extensions are applied, a written notice will be made available on the programme web page.

For any other aspect which is not directly exposed in this Call for Applicants, the running Italian Legislation and University of Parma Regulations apply.

Parma,

The General Director   The Vicar Rector

Silvana Ablondi   Giovanni Franceschini