



Academic year 2012/2013

**SUMMER SCHOOL
IN POLICIES AND PRACTICES IN ACCESS TO DIGITAL ARCHIVES – ADA 2013**

CALL FOR PARTICIPATION

Article 1 - Institution of the Summer School

The University of Macerata, upon proposal by the Department of Education, Cultural Heritage and Tourism and under the auspices of the Central European Initiative and the Open Society Foundation – Information Program, pursuant to art. 3 of the Ministerial Decree 270/2004, announces for the academic year 2012-2013 the second edition of the international *Summer School in Policies and Practices in Access to Digital Archives – Ada 2013*.

The Administration Office of the Summer School's programme is hosted by the Department of Education, Cultural Heritage and Tourism (p.le Bertelli - C.da Vallebona - 62100 - Macerata – Italy, tel. +39 0733 258.5929 /Fax +39 0733 258.5927, email: sfbct@unimc.it).

For further information please contact: ada2013@unimc.it.

Article 2 – Call for students

The University of Macerata, upon proposal by the Department of Science of Education, cultural Heritage and Tourism, in collaboration with CEI, OSF and MA FGCAD, organizes an International Summer School for the academic year 2012/2013 in Policies And Practices In Access To Digital Archives – ADA 2013.

The Summer School classes will last 7 (seven) days, starting from 26th August to 3rd September 2013 and will admit the maximum number of 25 students, coming from every country, European and not.

Article 3 - Purpose

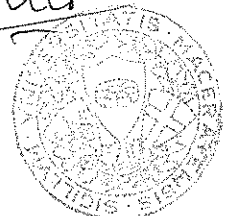
The intensive course offers to students the opportunity to perform an in-depth study on the present crucial subject of access to digital and hybrid information, in particular to archives. It is intended to serve as a bridge between archival students, archivists, curators, researchers, legal experts and policymakers whose work deals with digital records, cultural heritage collections and/or open data.

Following the 1st Summer School held in Budapest on 2-6 July, 2012, the **ADA 2013 Summer School** is directed by Pierluigi Feliciati, will be co-coordinated by Gabriella Ivacs (Central European University, Budapest) and Milena Dobrova (University of



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Malta) and will rely on an international faculty, composed by well-known experts. It aims to provide a better attendance chance to young participants, particularly but not exclusively from **Central and Eastern European countries, even not part of European Union.**

Article 4 - Learning programme, start and attendance

The ADA 2013 learning programme involves an overall workload of 70 hours, divided up into 50 hours of teaching, 12 hours of project work and 8 hours of independent study. The Summer School face to face lectures will be held in Macerata (Italy).

The working language of the Summer School is English.

The Summer School courses start on the 26th August 2013 and last on the 3rd September. The weekend will be partially dedicated to project work.

The attendance is mandatory and in order to obtain the certificate of attendance; the students must attend at least 75% of the classes.

Article 5 - Places available

The maximum number of students for the Summer School is set at **25** in total.

Article 6 - Admission Requirements

The course is open to Italian, foreign or with double citizenship participants.

Applications are invited from the archival and information science profession, memory and cultural heritage sector and public policy field with focus on IPR and related issues. Master students, PhD students, junior faculty, researchers in the humanities, social sciences and information technology are encouraged to apply.

It is expected that participants will come with different qualifications and backgrounds, but the unique prerequisite is their active interest or engagement with archives in the current digital environments, as recorded in the CV and the manifestation of interest letter, both requested as mandatory attachments to the application form. The selection of participants, in case the number of application requests would exceed the available places, would be based on those documents, taking into consideration the following aspects: motivation of students, skills, studies and work situation.

Article 7 – Grants

The ADA 2013 is supported by the Central European Initiative Cooperation Activities projects, which will ensure

- **5 full grants**, consisting each in **850 €**, reserved to CEI non-EU countries participants (Albania, Belarus, Bosnia and Herzegovina, FYROM, Moldova, Montenegro, Serbia, Ukraina)
- **11 partial grants**, consisting each in **400 €**, reserved to CEI EU Countries participants



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(Austria, Bulgaria, Italy, Poland, Romania, Slovakia, Slovenia, Hungary).

The selection of granted participants will be based on their CV and manifestation of interest letter by a **Scientific Committee** composed by the ADA 2013 director and the two co-coordinators (see Article 3).

Moreover, The MA Course in Formazione, Gestione, Conservazione di Archivi Digitali of University of Macerata (FGCAD Master) will ensure **5 grants** to help its current and past students to participate, by fully covering their application fee (art. 9). The selection of FGCAD Master scholarships will be based on the CV and the manifestation of interest letter, by the FGCAD Master director.

Article 8 - Application

Every candidate must fill an application form, and enclose her/his curriculum vitae et studiorum, her/his letter of interest about the summer school course, as well as a list of any other document or publication deemed as useful for the evaluation. The curriculum should be written in English.

The application form, downloaded from the School website <http://blog.unimc.it/ada2013/> must be filled in, scanned and sent with the due signature together with a copy of a valid ID document (passport for extra-EU citizens), complete with the aforementioned documentation by e-mail within:

June 7th July 2013, 13:00 CET, to the following address: ada2013@unimc.it

Upon receiving the application, candidates will immediately receive a confirmation email.

In the event that the number of applications is higher than the number of available places, the Scientific Committee will select the candidates, on the basis of their curricula and manifestations of interest letters, compiling a ranking list; its decision will be unappealable.

Article 9 – Admissions, application completion and fees

The subscription fee, not reimbursable, and to be paid only after admission – communicated with the publication of the admission list on the website of the Summer School <http://blog.unimc.it/ada2013/> is of **300 €** to be paid in one installment and includes:

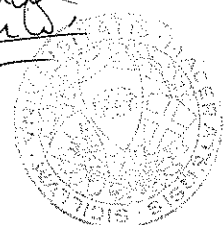
- Enrolment in the Summer School;
- Didactic materials;
- Participation certificate.

The publication of the list (**within the 15th July**) is enforced as an official notice to the



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students concerned who will not receive any further written notice. In the event that some of the accepted candidates renounce, by prior communication via E-mail to ada2013@unimc.it, the candidates immediately following will be shifted to the accepted list, until all available places are taken. They will receive an official notice either by e-mail or telephone. The payment shall be made by bank transfer, within 7 days after the publication of the selection list, to the following coordinates:

Account holder: Università degli Studi di Macerata
 Bank: Banca delle Marche SpA
 Branch: Corso della Repubblica n. 38 - CAP 62100 – Macerata
 Account number: 000000018281
 IBAN CODE: IT 22 1 06055 13401 000000018281
 BIC/SWIFT: BAMAIT3AXXX
 Reason: **student's name and surname - ADA 2013 Summer School Registration**

On the first day of their course, students will have to fill in an **application form** that will be distributed, also enclosing:

- two passport-size photographs;
- a copy of the valid passport for the extra EU citizens and / or a copy of a valid ID document for the EU citizens;
- a copy of the documents related to the so-called "*dichiarazione di presenza*" (short-term stay declaration for the Italian police) as pursuant to Law No. 68, 2007 and Decree of the Ministry of Home Affairs dated on the 26th July 2007.
- the receipt of the first installment.

Article 10 - International advisory board

Prof. Pierluigi Feliciati is appointed as the Course Director, with the co-coordination of prof. Gabriella Ivacs and dr. Milena Dobрева.

The School advisory board is composed by Margaret Crockett , Andy O'Dwyer, Charles Farrugia, Vera Franz (head of the Information Policy and Intellectual Property Reform initiatives at the Open Society Information Program), Mariella Guercio, Maurizio Lunghi, Stefano Pigliapoco, Istvan Rev, Harry Verwayen.

Article 11 – Personal data

Any personal data provided by the participants will exclusively be used for the enrollment procedures and course attendance, according to the provisions of Italian Law Decree 196/2003 and following amendments.

Further information:

<http://blog.unimc.it/ada2013/>

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Gender:	Male	Female
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Application Form

Summer School – ADA2013

PART I. PERSONAL INFORMATION

Please fill in all the boxes.

First name:

Family name:

Date of birth:

Place of birth:

Citizenship:

Passport Number:

Native Language:

Other Languages

LANGUAGE 1	LEVEL
LANGUAGE 2	LEVEL
LANGUAGE 3	LEVEL

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[Signature]





Current Personal Address:

Mobile Phone Number¹:

Landline Phone Number:

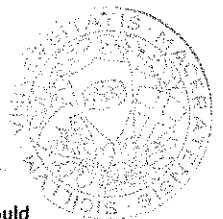
Email address²:

Emergency contact³:

Did you already participate in other summer schools? If so, which one(s)?

Additional Information:

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[Signature]



¹ Please include the international prefix.
² Please insert the address you usually consult. If you have more than one please insert all of them.
³ Please insert the name and contact information (e-mail, mobile phone number) of a person who could be contacted in case of urgent needs.



PART II. INFORMATION FOR ADA2013 SUMMER SCHOOL

<i>Where did you get to know about ADA2'13 summer school? (please underline/highlight the correct information)</i>
<i>E-mail sent by us</i>
<i>E-mail sent by your university</i>
<i>Conference announcement website (If so: which website?)</i>
<i>Participants in other editions of ADA2013 (If so: which participant?)</i>
<i>Other people (If so: who are they?)</i>
<i>Web search</i>
<i>Other</i>

<i>In your opinion, where should the ADA2013 summer school be advertised? Could you provide some useful web addresses of pages / groups / forums where we can have the possibility to advertise the summer school?</i>

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Luigi Lucché





PART III. DECLARATION BY THE APPLICANT

PLEASE READ CAREFULLY

I, the undersigned, hereby declare that all information provided in this application form is truthful and accurate and that no relevant information has been left out.

By signing this form, the undersigned gives ADA2013 permission to use all data provided in this form. These data will always be used respecting the privacy of individual persons in compliance with the law.

ADDITIONAL USEFUL INFORMATION

VISA

Please note that applicants from Non-EU countries may need a valid visa for entering Italy.

The main document required by Italian embassies in Non-EU countries is the "Letter of Acceptance" provided by our Institute. Therefore, please contact the Italian embassy in your country as soon as possible and inform the I.S.E.O institute about the documents you require.

Please remember that the visa procedures can take up to several months.

OTHER DOCUMENTS REQUIRED

Please send this application form to the email address ada2013@unimc.it by the established deadline along with all the required attachments.

Date.....

Signature.....

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