



Call for applications for admission to the Summer School

“DIGITARCH. Digital Collection Curator for Archaeology”

Academic Year 2021-2022

code: 5918

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Useful Information

Call deadline (registration to the selection process):	30.05.2022
Entrance exam date/s:	31.05.2022
Date of publication of the lists of qualified candidates:	06.06.2022 the lists of qualified candidates will be published on the website www.unibo.it/Portale/Guida/StudentiOnline by entering username and password
Registration:	06.06.2022 - 13.06.2022
Available places:	minimum 15 maximum 30
Tuition fees:	admission fee: 10,00 euro (non-reimbursable administrative fee) Tuition fees 200 (two hundred) euro to be paid in a single instalment at the time of registration Fees for Auditors: 17, 04 Euros
Administrative office:	Bologna
Teaching location:	Università di Bologna, Campus di Bologna Museo Civico di Modena Musei Civici di Reggio Emilia
For administrative information:	Please contact Ufficio Master master@unibo.it



For scientific and teaching information:	disci.digitarch@unibo.it
Attachments:	Procedural instructions forming an integral part of this call for applications

Regulations concerning the validity and use of certificates in the Public Administration came into force on 1 January 2012. In compliance with these regulations, the Public Administration cannot accept or request certificates concerning information which is already in the possession of the Italian public administration; only self-certifications will be accepted. This does not apply to certificates which contain information which is not in the possession of the Italian public administration (e.g. "dichiarazione di valore" for qualifications obtained abroad).

Article 1 – General Information

1. Under the terms of Decree no. 270 of 22 October 2012 issued by the Italian Ministry of Education, University and Research, the Alma Mater Studiorum - University of Bologna, administrative office Bologna, will run the Summer School "DIGITARCH. Digital Collection Curator for Archaeology" for the academic year 2021-2022.
2. The programme has been set up on the proposal of University of Bologna - Dipartimento di Storia Culture Civiltà (DISCI) and is run in collaboration with Fondazione Alma Mater, Museo Civico di Modena, Musei Civici di Reggio Emilia, Melting Pro, Hellenic Open University.
3. The programme lasts for four weeks, classroom training is delivered in English, it awards 6 CFU credits. The aim is to train highly specialised professionals in the field of Digital Humanities, able to manage all the phases of the processes of creation and use of digital collections of archaeological interest, from the collection of data in the field to their exploitation in museums. Participants will be guaranteed a multidisciplinary and international experience, characterised by a workshop approach and the direct involvement of each student in practical activities, under the guidance of professionals in the field. At the end of the Summer School, students will have acquired the necessary skills to work in the public and private sectors as consultants and operators in a strategically important sector, set for further strong growth in the near future.
4. The Summer School is a post-graduate course with a closed number of places. Failure to reach the minimum number of participants will result the cancellation of the selection procedure. Failure to reach the minimum number of participants or the failure to reach the minimum budget requirements will result in the master not being activated. In the case of non-activation the Ufficio Master will run the reimbursements of the first instalment (excluding the processing the fee) according the procedures issued by the University <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/how-to-obtain-a-refund-for-non-due-fees/how-to-obtain-a-refund-for-non-due-fees>
Please note that the admission fee (€10.00) will not be reimbursed, not even when the selection procedures are cancelled.
5. Since it is impossible to predict how the COVID-19 health emergency will evolve and in order to ensure continuity, teaching activities may be delivered in a mixed format, both in person and remotely according the measures adopted by the University of Bologna.
6. The award of the certificate of competence and the 6 CFUs is conditional upon
 - payment of the full registration fee;
 - achievement of the minimum attendance rate (80%);
 - passing the final examination.Any exams or progress tests carried out during the programme, at the end of each module or course unit, shall not be recorded but they will be considered, by the examination board, as an element of evaluation for the final examination.



7. It is not possible to transfer your enrolment from one Summer School to another, nor to any other course offered by the University.
8. The Programme is not subject to exemption from registration fees and university tuitions fees (D. Lgs 68/2012, art.9, comma 8).

Article 2 – Admission requirements

1. The programme is reserved for candidates who, by the time of enrolment 13.06.2022, are in possession of the following qualifications and access requirements:
 - second / single cycle degree obtained under D.M. 270/04 or first cycle degree and/or second / single cycle degree obtained under the laws previously in force (DM 509/99 and Old Regulations) in the following fields or classes: Archaeology, Cultural Heritage, Art History and related disciplines (Humanities, History, Humanistic and Artistic Studies, Communication, Web, Social Media, Tourism, Cultural Heritage Enhancement, Entertainment and Artistic and Cultural Events Management);
 - First and second cycle degrees obtained abroad in the above subject areas and considered valid for admission to the course;
 - Knowledge of the English language - level B2.
 - According to the unquestionable judgment of the Committee, three-year degrees and/or master's degrees in fields other than those indicated above may be accepted if a curriculum vitae et studiorum documenting qualified competences and attitudes in the subject matter of the course is submitted.
2. Candidates who, at the registration to the selection process, do not have the required qualifications or meet the necessary requirements will be able to participate in the selection process on the understanding that, if they are successful, they will not be able to enrol until they have sent proof to the Masters Office (master@unibo.it) that they meet the requirements. Candidates who are successful in the selection process but who do not obtain the required qualifications and meet the admission criteria by the enrolment deadlines will not be able to enrol.
3. The participation of auditors is permitted; the admitted number shall not however exceed 20% of the enrolled students. Anyone interested may express their interest directly to the programme's place of teaching and will be notified directly of the acceptance of their request as well as the details for registration and payment of the programme participation fee. The fee for auditors is 17,04 (Seventeen and four) Euros (single instalment on registration). Attendance is not compulsory for auditors. Moreover, Auditors are not permitted to perform exams or the final examinations and are not awarded any CFU. Auditors are given a certificate of participation by the place of teaching stating the amount of hours effectively attended.

Article 3 – Applying for the selection process and delivery of documents

1. The application for the selection process must be made by 1:00pm CEST on 30.05.2022 through the website www.unibo.it/Portale/Guida/StudentiOnline
2. Methods to apply for the selection process, payment methods for the €10.00 admission fee and delivery methods for the documents required for the selection process, are provided in the instructions attached to this call for applications.



Applications for the selection process will be deemed to be valid only where accompanied by the proof of payment of the 10.00 Euro administrative fee.

3. The documents asked for the selection procedure (below mentioned and in part listed also in in the instructions attached to this call for applications) must be sent to **the place of teaching** disci.digitarch@unibo.it (and to master@unibo.it **only if you are in possess of a degree obtained abroad**), **by the call deadline**:
 1. a front and back copy of a valid identity document;
 2. academic qualification and transcript
 - i. **for students possessing a degree obtained in an Italian University**, the **self-certified declaration** of the academic qualification giving the final degree score, details of the exams passed and relative grades or, if not yet graduated, the presumed date of graduation along with details of exams passed and their marks;
 - ii. **only for students possessing a degree obtained abroad**, any other documentation deemed useful for assessing the acceptance of the qualification (Diploma Supplement..)
 3. Curriculum Vitae (English or Italian)

Article 4 – Other information concerning registration and delivery of documents

1. The University of Bologna will not be liable for lost or misdirected communications due to incorrect addresses given by candidates or the late or non-notification of changes to the address given in the on line registration, or for any difficulties in the postal or telegraphic services or any other difficulties which are caused by third parties, acts of providence or force majeure.
2. All candidates are admitted to the tests with reserve: the University of Bologna will thereafter exclude candidates who do not possess the admission requirements laid down in this call for applications.
3. In the event of false declarations made in the documentation presented by the candidates, relevant for the purposes of registration, without prejudice to the penalties laid down in art. 76 of Presidential Decree no. 445 of 28 December 2000, such candidates will not be permitted to register and will not have any right to reimbursement of the fees paid. Any false declarations will be subject to claims for damages by the affected parties.

Article 5 – Selection procedures and admission ranking

1. Admission to the Summer School is subject to a positive opinion based on Titles and Interview.
The maximum score given by the Admission Board is 100 points, of which the breakdown is as follows: 50 points allocated for the assessment of Titles and the remaining 50 points allocated for the assessment of the Interview.
The minimum score of 60/100 must be achieved to pass the selection.
2. The Admission Board is appointed by the Programme Director.
The person in charge of the selection procedure is the Summer School Director.
3. The evaluation process will take place the 31.05.2022 starting at 10.00 am through the Microsoft Teams platform. The link will be sent by email to all candidates.
Candidates must present themselves at the test with a valid identification document.
4. Candidates with disabilities (ex Italian Law no. 104) or with civil disability, candidates with DSA and other candidates who need to make use of adaptations, as well as of additional time, to support their own deficit, can request it according to the methods specified in the form attached to this announcement.



5. Admission to the professional master programme is granted to eligible candidates, within the limits of available seats, based on the ranking drawn up on in accordance with the total score awarded.
In the event of two candidates with the same score, the younger candidate will rank higher.

Article 6 – Tuition fees and methods of payment

1. The fee required from students attending the Programme is 200 (two hundred) Euros, to be paid in a single instalment at the time of registration.
2. Payments must be made according to the methods available on Studenti Online www.studenti.unibo.it.
3. The cost of the student's enrolment to the Programme may be borne by third parties (public authorities, foundations, businesses, etc.). In this case, please contact the place of teaching prior to the selection procedure in order to obtain the format of *nominal letter of intent* and send the letter - filled and signed from third parties – to disci.digitarch@unibo.it (and to ufficio master master@unibo.it in copy) by the entrance exam date.
Following payment, the university issues an accounts receipt excluding VAT pursuant to articles 1 and 4 of Italian Presidential Decree no. 633/1972 and amendments.

Article 7 – Registration

1. Registration must be made by the deadline of 13.06.2022 through to the website www.unibo.it/Portale/Guida/StudentiOnline
2. Online registration methods are explained in the instructions attached to this call for applications.
3. Registration is deemed to be completed with the payment and sending by mail to master@unibo.it the documents listed in the instructions attached to this call for applications).
4. Any candidate wishing to withdraw from enrolment or decide not to pay the tuition fee after having successfully passed selections must immediately notify the Master's office. Withdrawals must be sent in written form either by e-mail at master@unibo.it or by fax at +39 051-2086222, attaching a front and back copy of their ID document, in order to allow the seats to be filled by other candidates.
Free places will be filled only for ranking lists including more eligible candidates than the maximum number of available seats and if there are seats available after the deadline for registrations of admitted candidates.
The first working day following the deadline for registration, the Master's office will check the number of available seats and will contact, by telephone or e-mail, the eligible candidates, following the order of their position in the admission ranking. If they are still interested in registering for the programme, they must proceed to do so by the deadline indicated by the office and in the methods described in the call for applications.

Article 8 – Withdrawal from the programme

1. Students undergoing the programme, after having paid the instalments of enrolment, who then decide to withdraw from participation in the programme, are not entitled, for any reason, to a refund of the fees paid.
The withdrawal from studies is a formal and irrevocable act through which you decide to end your university career. For the withdrawal form please contact the Master Office (master@unibo.it). The filled in, signed hard copy of the form must be returned to the Master's Office complete with the duty stamp, along with a copy of a valid identity document.

Article 9 – Information and contacts



1. For *scientific and teaching information* (teaching programme, lesson timetable, exams, internships or project works etc.) contact the place of teaching at (disci.digitarch@unibo.it). Candidates who would like a direct call may ask to be contacted.
2. Any *administrative information* can be obtained from the Master's Office.

The Master's Office is located at 45 Strada Maggiore - Bologna 40125. Visits by appointment, by writing to or calling:

Telephone +39 0512092798

Email master@unibo.it

Pec scriviunibo@pec.unibo.it

Documents may be sent by registered mail with return receipt to the Masters Office: *Alma Mater Studiorum – Università di Bologna, Settore Post Lauream, Ufficio Master, via Zamboni, 33 – 40126 Bologna*

3. The University of Bologna will not be liable for any delays in delivery, lost post or incomplete documentation.
4. The only method of advertisement of this call for applications are the notices published on the University of Bologna portal www.unibo.it
5. The person in charge of the administrative procedure is the Head of Settore Formazione Post Lauream of the Area Formazione and Dottorato, Dott.ssa Cinzia Castelluccio.

Article 10 – Processing of personal data

1. Personal data provided by the applicants will be processed by the University of Bologna in accordance with Regulation (EU) 2016/679.

Provision of the personal data indicated in this call for applications and in the attached forms is mandatory for the purposes of participating in the procedure and for every consequent operation.

The University may also process the personal data of applicants for the purposes of compiling statistics and sending them to MUR to facilitate analysis and improvement of teaching activities and services, research activities and activities related to the right to study. Personal data provided through the Studenti Online platform may also be processed by the University for the institutional purposes indicated, for example, in art. 4 of Rector's Decree 271/2009. In accordance with art. 13 of Regulation (EU) 2016/679:

1. the data controller is the Alma Mater Studiorum - University of Bologna located in via Zamboni, 33 – 40126 – Bologna;
2. the data processor is the head of the Education and Doctoral Training Department (Area Formazione e Dottorato) (Dott.ssa Daniela Taccone – Via Zamboni, 33 – 40126 – Bologna).

The complete and up-to-date list of persons in charge of data processing can be obtained by sending an email to privacy@unibo.it or contacting the Data Processor. The data processing procedures are set out in the privacy policy provided to students who intend to enrol on the master's programmes published on the University website (<https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/privacy-master>).

Firmato Digitalmente



Bologna, 12/05/2022

La Dirigente
(Dott.ssa Daniela Taccone)