

Information Expert Passport

Overview of information literacy subskills

Level Information literacy subskills	Beginner	Proficient	Expert
Defining information needs	As a beginner, you are able to independently define your information needs according to your research goal.	As a proficient learner you are able to identify research gaps and to derive a research topic.	As an expert you are confidently able to plan and structure a research topic. You generate new knowledge and adapt your information needs continuously.
Finding information	You are aware of different publication types and information systems that enable you to access information sources. You are familiar with different search strategies and are able to apply them properly.	You are confident and competent in the usage of specialised databases. You can confidently assess the quality of research results and are able to modify the search terms for broadening or narrowing the research topic. You are able to access the full-text of online and printed articles.	You are able to build complex search strings and assess the quality of the search syntax (precision, recall). You are able to conduct a systematic literature review.
Evaluating information	You are able to assess the quality and trustworthiness of internet sources.	You are confident in the quality and relevance assessment regarding your research findings. You are aware of quality criteria for academic publications.	You are able to critically examine information according to your knowledge base and are able to select information for your scientific work based on objective and transparent criteria.
Managing and presenting information	You are aware of the basic rules regarding academic writing.	You are aware of the benefits of literature management systems and are able to apply Citavi efficiently. You know different quotation styles and are able to avoid plagiarism.	You understand the publication process and are familiar with the evaluation criteria of editors. You can apply an academic writing style and are able to visualize your research findings. You have comprehensive skills regarding the storage and documentation of research data.