Sequenza domande n. 1

Il candidato descriva i documenti che compongono il bilancio unico di esercizio di un Ateneo

Il candidato definisca il Syllabus e ne illustri il contenuto

To leave a testamentary bequest for the University of Bologna ensures that we leave an enduring legacy after our passing, with the certainty that all donations shall be put to use for what we hold dearest. It is probable that Luisa Fanti Melloni pondered such thoughts upon donating considerable part of her assets in memory of her family and husband Dr. Vincenzo Melloni, for heart attack research and care, through the creation of a specific Foundation for these purposes. As requested in the testament, the University of Bologna established the non-profit Fanti Melloni Foundation in 2003, for the implementation of the donor's will.

Sequenza domande n. 2

Con riferimento al bilancio unico di esercizio di un Ateneo, il candidato illustri lo stato patrimoniale

Il candidato illustri finalità e contenuti del Syllabus

Since then a lot has happened, in particular one initiative, which is visible to all: the co-financing, together with the State and Emilia Romagna Region, with 12,500,000 Euros, of the new Cardiothoracic-Vascular Centre at the University Polyclinic of Sant'Orsola, a structure of excellence, reference point for the region and the entire country. This brand new structure, which was completed in June 2015 and has been operative since 14th December of the same year, provides 135 low-dependency hospital beds, 49 semi-intensive and intensive care beds, 6 operating theatres and 5 rooms for diagnostic and advanced surgery, for patients with heart problems.

Sequenza domande n. 3

Con riferimento al bilancio unico di esercizio di un Ateneo, il candidato illustri il conto economico

Il candidato indichi le competenze digitali declinate nel Syllabus

In addition, through the scrupulous, fair and careful management of assets bequeathed from the Fanti Melloni Foundation, the Alma Mater Studiorum - University of Bologna has been able to fund Phd programme degrees, degree Prizes for dissertations on heart attacks and Research Projects, for the University of Bologna's U.C.I. of Cardiology and Haematology, the Cardiovascular Department and the Department of Surgical and Anaesthesiological Sciences - University of Bologna. Mrs. Fanti Melloni's generous donation has the following meaning: taking care of others, returning one's own riches to the world and transforming them into a tangible gesture of love, listening, attention, care, so that one's memory may stand the test of time through the life of others and improve or save many lives.

Sequenza domande n. 4

Con riferimento ad uno Stato Patrimoniale, il candidato elenchi e descriva le principali voci dell'attivo e del passivo

Il candidato elenchi le principali competenze del dipendente pubblico nell'era digitale

The Ravenna Campus came into being on 21 December 2012 in the reorganization of the Scientific and Teaching Centres set up by the University in the four university towns of Cesena, Forlì, Ravenna and Rimini. The new Campuses are the final outcome of a process set in motion by the Education Ministry back in the 1980s, when it was decided to de-congest the so-called "mega-universities". They were faced with the choice: either to split and form independent universities, or to create decentralized units of the mother university.

Sequenza domande n.5

Con riferimento al processo di gestione, il candidato illustri le differenze tra costi pluriennali e costi di esercizio

Il candidato illustri quale logica adotterebbe per individuare gli strumenti più opportuni ed efficaci per diffondere un documento a seconda dei destinatari

Bologna University here opted for a special form of decentralization, a Multicampus model whereby four Romagna towns were established as teaching centres for certain degree programmes; some of these transformed into Faculties and now into vice chairmanships of the respective Schools, giving rise to Departments. In the overall design of the University each Campus is gradually to take on a special character of its own reflected in study and research fields and the programme catalogue, thereby drawing on local features and vocations.

Sequenza domande n.6

Con riferimento alle operazioni di chiusura del bilancio d'esercizio di un Ateneo, il candidato illustri le differenze tra ratei e risconti e fornisca degli esempi

Il candidato descriva il processo di Transizione Digitale

On Ravenna Campus we have 19 degree programmes, the Department for the Cultural Heritage, five organizational units of Departments based in Bologna, a Scuola Superiore for Studies on the Town and Territory, and an Inter-departmental research Centre for Environmental Science (CIRSA). The Campus also hosts three Inter-departmental Centres for Industrial Research (CIRI) forming part of the Technopolis Project. The Campus is equipped with advanced research facilities and expertise offering top-ranking scientific and professional education in several areas of learning.

Sequenza domande n.7

Il candidato elenchi e descriva le principali voci di costo e di debito di un Ateneo ed il relativo processo di registrazione contabile

Il candidato fornisca una definizione di sistema Anti-Virus in ambito informatico

In compliance with current government regulations Covid vaccination certificate is required to access the library. The Library has safety protocols in place, including hand sanitizing stations and physical distancing. All staff and visitors are required to wear a surgical mask all the time in the library. Items must be requested online through the Book Catalogue (max 5 items). See the instructions. External users must be send an email to campusravenna.biblio@unibo.it writing name, telephone number and items needed. To return books to the Palazzo Corradini Library please use the box placed at the entrance of Palazzo Corradini. Items borrowed from the Environmental science Library can be returned using the box located in Palazzo Corradini building.

Sequenza domande n.8
Il candidato illustri con esempi le principali fasi del ciclo passivo
Il candidato definisca il concetto di Cittadinanza Digitale
The first University courses at Rimini date back to 1972; then, in the Eighties degree programmes were started in Economics and Statistics. When other degrees were added – Industrial Chemistry, Fashion, Pharmacy, Motor Science, Medicine and Educational Science – a proper university dimension began to take shape. Over the years the Rimini set-up has grown in many senses: from a few dozen students in the 1970s, to over 6,000 enrolled for the last academic year; from two degree programmes to today's 19; from a handful of teaching staff to over 100 at present and in 2012 the creation of an innovative department.

Sequenza domande n.9
Il candidato elenchi e descriva le principali voci di ricavo e di credito di un Ateneo ed il relativo processo di registrazione contabile
Il candidato descriva l'impatto delle tecnologie Digitali sul trattamento dei dati in termini di privacy
Rimini hosts the first Department in Italy devoted to the Quality of Life in its broadest sense, studying that complex factor, well-being, which so closely depends on the "emotional, mental, physical, social and spiritual state that enables people to attain and maintain their personal potential in society"(European Observatory on health systems and policies). The Rimini Campus is also actively supported by Local Institutions providing concrete help to integrate and boost the University Campus in a spirit of awareness that working together towards common goals is a winning strategy for economic and social development of the surrounding area.

Sequenza domande n.10
Il candidato illustri con esempi le principali fasi del ciclo attivo
Il candidato illustri i principali benefici per i cittadini che utilizzano PagoPA
The purpose of the CAST is to inject an interdisciplinary approach into scientific research and advanced tuition; likewise, to create a platform of skills capable of

producing local-scale and global-scale scientific projects in the field of tourism. The competence of CAST researchers goes from Economics, Statistics, Management, Sociology to History and Geography and allow to carry out a variety of multidisciplinary projects.

Sequenza domande n.11
Il candidato illustri le principali attività commerciali in un Ateneo e la relativa gestione contabile

Il candidato elenchi ed illustri i principali strumenti di condivisione dei documenti all'interno di una Pubblica Amministrazione

Many research projects about Tourism are possible thanks to the variety of experiences and competences characterizing CAST members and researchers in subjects going from Economics, Statistics, Management, Sociology to History and Geography. The European projects are particularly relevant for CAST activity, especially the "Interreg" for territorial cooperation, "Horizon Europe" and "Erasmus Plus". In addition, CAST can provide external expertise to other projects even if it is not a partner of it.

Sequenza domande n.12
Il candidato illustri il processo di acquisto di beni e servizi in un Ateneo e la relativa gestione contabile

Il candidato indichi le caratteristiche necessarie per l'erogazione di un servizio on-line

SMA is a network of fifteen museums, collections and a digital museum belonging to the University of Bologna, the oldest university in the Western world. The University was founded in 1088. With almost one thousand years of history, it is one of the most prestigious universities in the world. Its diverse collections were born as a result of teaching and scientific research activities carried out since its foundation.

Sequenza domande n.13
Il candidato elenchi e descriva le voci dell'Attivo Circolante

Il candidato fornisca una definizione di SPID (Sistema Pubblico di Identità Digitale) e ne illustri le caratteristiche e le principali utilità per il cittadino e per la Pubblica Amministrazione

SMA is an independent, self-governing institution aimed at promoting the fundamental cultural value underpinning the University heritage. The museums and collections differ in size, content, and character. Most of them are in the city center of Bologna, while the two collections related to the department of Veterinary Medicine are located in Ozzano dell'Emilia, 20 km from Bologna. Have a look at their location on the map.

Sequenza domande n.14

Il candidato elenchi e descriva le voci del Patrimonio Netto

Il candidato definisca le diverse tipologie di Dati Personali

Our collections aim at encouraging curiosity and inspire learning on different subjects across the curriculum. That is why we organize a diverse range of activities for school groups, which are widely appreciated among teachers and students of a variety of ages, from kindergarten to secondary school. These activities seek to bring students closer to our historical and scientific collections through experimental interdisciplinary visits.

Sequenza domande n.15

Sulla base del Decreto Ministeriale nr. 19 del 14 gennaio 2014 "*Principi contabili e schemi di bilancio in contabilità economico-patrimoniale per le università*", il candidato elenchi i principi contabili da rispettare nell'ambito del processo di formazione dei bilanci; in particolare si soffermi sul principio della competenza economica anche con l'ausilio di esempi pratici

Il candidato illustri la differenza tra Dato ed Informazione

We seek to inspire all of our audiences to engage with our collections through self-guided visits focusing on a range of themes. Get the most out of your experience in Bologna by enjoying our recommended tours, which combine visits to several museums and guide you through the historical and scientific heritage of one of the most prestigious universities in the world.

Sequenza domande n.16

Sulla base del Decreto Ministeriale nr. 19 del 14 gennaio 2014 "*Principi contabili e schemi di bilancio in contabilità economico-patrimoniale per le università*", il candidato elenchi i principi contabili da rispettare nell'ambito del processo di formazione dei bilanci; in particolare si soffermi sul principio della pubblicità

Il candidato descriva i principali rischi e le principali minacce negli ambienti digitali

Explore our collection of images available online and visit our museums. Our impressive collections, which represent a rich cultural heritage both from the historic and the scientific point of view, are housed in the rooms belonging to SMA. There you will find invaluable cultural and scientific treasures which will tell you a story about human knowledge and discoveries and the approaches of different scientific disciplines. The chances are that you will learn something new about the history of science by moving from one museum to another as if browsing a book, page by page.

Sequenza domande n.17

Sulla base del Decreto Ministeriale nr. 19 del 14 gennaio 2014 "*Principi contabili e schemi di bilancio in contabilità economico-patrimoniale per le università*", il

candidato elenchi i principi contabili da rispettare nell'ambito del processo di formazione dei bilanci; in particolare si soffermi sul principio dell'equilibrio di bilancio.

Il candidato fornisca una definizione di "Intranet" e ne indichi l'utilizzo

The museums of the University of Bologna are committed to preserving, restoring and cataloging their valuable cultural exhibits to facilitate research. The network also fulfils its social and educational function by organizing entertaining and informative activities for children. As part of their community outreach program, the museums organize temporary exhibitions, also in collaboration with other local institutions.

Sequenza domande n.18
Il candidato definisca l'attività di "controllo di gestione" e le sue finalità

Il candidato illustri i principali suggerimenti che darebbe ad un collega per proteggere la sicurezza della sua postazione e dei suoi dati.

We offer a number of services, such as writing effective CVs and targeted cover letters as well as job interview simulations. In addition to the Job Offers Message Board and the Job Placement App, we organise meetings with companies, as opportunities to come in contact with employers, and professional orientation initiatives, in order to increase the chances of entering the world of work.

Sequenza domande n.19
Il candidato descriva la funzione dei Fondi nello Stato Patrimoniale con particolare attenzione al Fondo per rischi ed oneri e ne fornisca alcuni esempi

Il candidato fornisca una definizione di Open Data

We organise different types of initiatives to allow companies to contact students/graduates from our University and recruit resources with the skill sets they require. In addition to access to the Job Offers Message Board and the CV Database, we offer the chance to advertise within the University presenting the company and meeting young candidates who match specific profiles.

Sequenza domande n.20
Il candidato descriva la funzione dei Fondi nello Stato Patrimoniale con particolare attenzione al Fondo di ammortamento e ne fornisca alcuni esempi

Il candidato illustri i fondamenti della "conservazione digitale"

Students selected for collaborations will receive a study grant that will be awarded in a single instalment at the end of the collaboration. The amount granted is based on the number of hours of collaboration at €7.50 per hour. The University provides injury insurance. A number of collaboration activities at the University Campus have been made available to students enrolled in a.y. 2021/22; the calls for applications deadlines expired on 30 September 2021.

Sequenza domande n.21

Il candidato illustri le principali differenze tra attività commerciale e attività istituzionale in un Ateneo e le relative modalità di gestione contabile

Il candidato definisca ed illustri le principali caratteristiche della Identità Digitale

Before starting their activities, students accepted as collaborators must have taken the following e-learning training courses on the promotion of health and safety in places of learning and research, as required by Decree 81/2008: Module 1 (general training) and Module 2 (specific training). After completing Module 1 and Module 2, there will be an assessment test. Should you fail the test, you will have to wait 7 days before you can access the safety course again.

Sequenza domande n.22

Il candidato illustri il metodo della partita doppia: cos'è e come funziona

Il candidato illustri i comportamenti che un operatore della Pubblica Amministrazione è chiamato ad osservare in merito alla tutela dei dati personali

Nine centuries of Alma Mater Studiorum: from as far back as 1088, conventionally referred to as the year in which the Studium of Bologna was founded, through the bustling Middle Ages and the eclectic Renaissance to the stagnation of the modern age and its revival in the contemporary era. The oldest University in the Western world presents itself. "The School of Bologna was established independently, it arose and stood out as a private school."

Sequenza domande n.23

Il candidato illustri le principali differenze tra contabilità generale e contabilità analitica

Il candidato illustri le principali funzionalità di un sistema di Protocollo Informatico

It was with these words that Carducci celebrated the birth of the Alma Mater Studiorum, during celebrations for its 8th Centenary in 1888. The prophet-poet himself admitted the artificiality of the centenary, as he acknowledged that it was impossible to determine the exact date it was founded, given that the Studium of Bologna was not established at the behest of a sovereign or an organised group of teachers, but was the outcome of the spontaneous and informal initiative of a few students.

Sequenza domande n.24

Il candidato definisca il concetto di "contabilità analitica" e il suo utilizzo

Il candidato fornisca una definizione di "Dato pubblico" e ne esponga alcuni esempi

It was precisely thanks to them that Bologna quickly became known not only as "La Dotta" (The Learned) but also as "La Grassa" (The Fat) city. It was a rich and powerful medieval metropolis, capable of attracting and accommodating hundreds of wealthy young people, who brought with them not only books and servants but also a

substantial amount of money. This is why the Commune immediately forged an unbreakable bond with its Studium and supported it, at least during the first few centuries, with laws and decrees that protected and favoured it.

Sequenza domande n.25
Il candidato, nell'ambito delle scritture contabili di assestamento, descriva le scritture di storno e di integrazione

Il candidato indichi le principali caratteristiche del Timbro Digitale

Students attending the innovative Law Schools soon formed mutual support associations. Over time, these were structured according to their places of origin (Nationes) until they merged into prestigious supra-regional guilds called Universitates. From then on, the Jurists and Artists earnt an unparalleled social and political reputation: they were vital to a nascent Europe that absolutely needed solid legal and cultural foundations.

Sequenza domande n.26
Il candidato, nell'ambito di un processo di acquisto, definisca il momento in cui viene rilevato il costo e fornisca un esempio di registrazione in partita doppia.

Il candidato illustri i principali servizi on line messi a disposizione da Enti della Pubblica Amministrazione

As time went by, students lost their autonomy, not only in their management bodies but also in city councils, suffering greater influence from local and papal authorities. Even the teachers, who in the meantime had formed the College of Doctors, had to accept the disciplinary measures imposed from above, and were subject to them even more from the following century, when they became public employees, who were paid with income from trade tariffs.

Sequenza domande n.27
Il candidato definisca i beni a fecondità semplice ed i beni a fecondità ripetuta e ne fornisca alcuni esempi.

Il candidato fornisca una definizione di "Cyber Security" e ne illustri i principali modi di attuazione

This irreparably led to a decisive break, which saw the Commune and its University lose the shared foundation of their success: freedom. In the mid-16th century, after the Council of Trent, the popes and their legates managed to impose their influence not only on local politics but also on the University. Senators on the one hand, and teachers on the other hand, ended up submitting to their will. When the Archiginnasio Palace was built, the partnership between the two institutions, which up to then had benefited from the University being spread out throughout the city, came to an end.

Sequenza domande n.28

Il candidato definisca la differenza tra conti di natura economica e conti di natura finanziaria e fornisca alcuni esempi.

Il candidato fornisca una definizione di "phishing"

The city and the Studium therefore experienced a period of sluggishness and crisis lasting two centuries, and only a few names managed to emerge from this period of isolation. The 18th-century Academy of Sciences of the Institute of Bologna provided them with a chance to react to the restrictions of the Church and the indolence of the political and aristocratic classes, creating a direct link with the vitality that the rest of Europe was experiencing.

Sequenza domande n.29

Il candidato definisca il concetto di erogazione liberale e fornisca esempi di atti di liberalità nei confronti di un Ateneo

Il candidato fornisca una definizione di cloud computing

Change finally came from outside, brought about by Napoleon Bonaparte. With the Republic and, later, the Kingdom of Italy, the Studium was turned into a public University and relocated to the 16th-century Palazzo Poggi, around which the city's new artistic and cultural district was centred. But these changes, partly implemented and partly repealed with the return of the papacy, were not enough to improve the destiny of Bologna and of the Alma Mater.

Sequenza domande n.30

Il candidato illustri cosa si intende per "programmazione degli acquisti"

Il candidato definisca ed illustri le caratteristiche di un Documento elettronico

The slow rebirth of the Alma Mater and its international relaunch were inaugurated in 1888 on the occasion of the 8th Centenary celebrations. The relationship with the city was also reconsidered and, at the turn of the 20th century, the University began to penetrate into the urban fabric, occupying ancient buildings and building new ones. The two wars slowed down this project, which, however, was resumed with greater strength and determination after the Second World War.

Sequenza domande n.31

Il candidato illustri le principali modalità di acquisto in un ente della Pubblica Amministrazione con particolare riferimento agli acquisti fino a 40.000 euro

Il candidato definisca caratteristiche e finalità di una password

For the maintenance of the lawn areas, the Athenaeum uses the mulching system, which shreds the grass and leaves it in place, allowing a reduction in fertilisation and an increase in the humus layer in the soil, as well as lower transport costs. The rest of the plant material (leaves and small branches) resulting from the maintenance of

several green areas of the University is treated by composting on site or is transported to composting plants.

Sequenza domande n.32

Nell'ambito delle procedure di acquisto di un Ateneo, il candidato illustri la funzione della determina a contrarre ed i suoi principali contenuti

Il candidato immagini di lavorare in un ufficio nel quale devono essere gestiti numerosi documenti, in parte anche cartacei e che devono essere sempre accessibili e modificabili da tutti i colleghi. Quali soluzioni proporrebbe per semplificare il lavoro e quali elementi di attenzione segnalerebbe?

The University of Bologna promotes and implements the development of green spaces by carrying out projects to expand such areas, planting more trees and implementing urban greening initiatives. Greenery is valued as a necessary element to increase the quality of life in university areas, as well as having ornamental value. The University of Bologna aims to improve the bioclimate and the aesthetic quality of spaces while reducing the "heat island" effect. The design guidelines have been applied to all works in progress, thus allowing some designs to be improved.

Sequenza domande n.33

Il candidato illustri le principali modalità di acquisto in un ente della Pubblica Amministrazione con particolare riferimento al divieto di artificioso frazionamento

Il candidato definisca ed illustri le principali funzioni del Responsabile della Transizione Digitale in un Ateneo

This successful alliance between the University and the city was finally demonstrated during the celebration of the 9th Centenary of the Studium, which, just like ceremonies in the past, took place in the city centre. In Piazza Maggiore, 430 European rectors, along with 372 rectors from all over the world, signed the Magna Charta Universitatum. Still today, it is the location for celebrating the independence and freedom of teaching, which have always been the cornerstones of the University of Bologna.

Sequenza domande n.34

Il candidato illustri la figura del Responsabile Unico del Procedimento (RUP), indicando le principali funzioni e responsabilità

Il candidato illustri vantaggi e svantaggi derivanti dalla maggior diffusione delle tecnologie digitali nella Pubblica Amministrazione

His research activity mainly focused on issues in designing agricultural machines and testing the reliability of agricultural tractors, in particular accelerated tests for the structural verification of such machines and their transmissions. In addition, he dealt with tillage machines, crop harvesters and machines for animal husbandry, as well as the use of biomass to produce energy. He has coordinated national projects, acted as

a scientific supervisor in numerous research agreements with companies, and authored more than 150 manuscripts, 53 of which published in journals indexed on Scopus.

Sequenza domande n.35

Il candidato illustri le principali modalità di acquisto in un ente della Pubblica Amministrazione con particolare riferimento al principio di rotazione dei fornitori

Il candidato illustri le principali differenze tra Internet e Intranet

The Academic Senate is the representative body of the university community. It is involved in the general administration of the university and the appointment of the members of the Board of Governors. It has a coordinating function, acting as a link between the different structures of the university; it collaborates with the Rector in the steering, guidance and coordination of scientific and teaching activities; it collaborates with the Board of Governors for strategic management and annual and three-year financial programming and staff planning. It is composed of 35 members.

Sequenza domande n.36

Nell'ambito delle procedure di acquisto di un Ateneo, il candidato illustri il ruolo delle Centrali di Committenza

Il candidato fornisca una definizione di "cartella condivisa" e ne indichi l'utilizzo

The Board of Governors is in charge of strategic planning as well as the financial and staff programming of the University. It executes its functions with a view to improving the efficiency and quality of the University's institutional activities, in compliance with the criteria of effectiveness, value for money and the protection of merit; it also monitors the financial sustainability of the University activities. It is composed of 11 members.

Sequenza domande n.37

Nell'ambito delle procedure di acquisto di un Ateneo, il candidato illustri le modalità di scelta del contraente: procedura aperta e procedura ristretta

Il candidato definisca il concetto di Informazione in ambito informatico

Since 2019, following an agreement between the Alma Mater, the University of Naples Federico II and the Sapienza University of Rome, our university has a branch in New York at the Tata Innovation Center - Cornell TECH. The aim of sharing spaces is to develop educational, entrepreneurial training, scientific cooperation, technology transfer and Alumni network strengthening activities, as well as promoting activities of common interest with the Italian universities involved in the agreement.

Sequenza domande n.38

Nell'ambito delle procedure di acquisto di un Ateneo, il candidato illustri la fase esecutiva del contratto con particolare riferimento alla regolare esecuzione e al collaudo

Il candidato definisca ed illustri le caratteristiche di un Documento Informatico

At the New York branch, the researchers and professors of the University will be able to organise short courses, seminars and conferences. It is the branch and contact point for organising events and cultural initiatives of professional, scientific, artistic, recreational and sporting interest in the USA, which promote the Alma Mater. These activities are also implemented in cooperation with national and international networks, professional associations and local business associations. In addition, the presence of Unibo in New York helps promote the tradition, principles and culture fostered by the University of Bologna.

Sequenza domande n.39

Nell'ambito delle procedure di acquisto di beni e servizi, il candidato definisca il concetto di offerta economicamente più vantaggiosa e fornisca degli esempi

Il candidato fornisca una definizione di Domicilio Digitale e ne illustri le caratteristiche

The Teaching Evaluation Observatory is a collegiate board established on 13 March 2018. Its primary task is to create and update guiding criteria, principles and methods for the evaluation of educational activities. These criteria are based on international evaluation standards and are coherent with those adopted domestically by the Italian National Agency for Evaluation of the University and Research System (ANVUR), and, more specifically, with the set of indicators adopted by the self-assessment, evaluation and accreditation system (AVA).

Sequenza domande n.40

Nell'ambito delle procedure di acquisto di beni e servizi, il candidato definisca il concetto di prezzo più basso e fornisca degli esempi

Il candidato definisca cosa si intende per Tutela della Privacy

Based on predefined criteria approved by the university's academic bodies, the Observatory evaluates the quality, quantity, and results produced by Alma Mater professors and researchers. If compatible, it could be extended to temporary or short-term personnel. For its evaluations, the Observatory uses specific indicators, including the opinion of students gathered through a survey provided by ANVUR and through other analyses.

Sequenza domande n.41

Il candidato definisca il documento gestionale fattura ed in particolare la fattura elettronica

Il candidato indichi le principali funzionalità di una PEC (Posta Elettronica Certificata)

The Teaching Evaluation Observatory is chaired by the Rector or, by proxy, by the Vice Rector for teaching. It is composed of ten teaching members and two student members. The teaching staff members are chosen from the full and associate professors of the University of Bologna (at least three of which are based on the Campuses of Romagna) in relation to their teaching experience, within the different types of didactic methods, and from among those who received good student evaluations, all while ensuring an adequate gender representation.

Sequenza domande n.42

Nell'ambito del sistema di fatturazione elettronica, il candidato definisca lo split payment: cos'è e come funziona

Il candidato illustri le principali modalità di utilizzo degli strumenti SPID (Sistema Pubblico di Identità Digitale), CIE (Carta d'Identità Elettronica) e CNS (Carta Nazionale dei Servizi)

Open science is the movement to make scientific research and its dissemination accessible to the scientific community and citizens. It is based on transparency, inclusion, correctness, fairness and sharing. The roadmap to Open Science is recognised at an international level and is one of the EU's strategical goals since 2015. The European Commission strongly promotes Open Science culture, including in competitive funding projects, with great focus on Horizon Europe, the new European framework programme to finance research and innovation.

Sequenza domande n.43

Nell'ambito della procedura di acquisto di beni e servizi, il candidato illustri la gerarchia degli strumenti di acquisizione

Il candidato definisca e illustri le principali caratteristiche del Protocollo Informatico

In Bologna, Forlì and Rimini, the School of Economics and Management offers students starting an economics or management degree programme the ideal context for globally-oriented cultural and professional education. The School's degree programmes have a solid, rigorous methodological foundation in diverse subject areas. Students can thus acquire widely-varied competencies in economics, management, finance and law. Thanks to an extensive internship programme involving over 500 companies, courses are notably business-oriented.

Sequenza domande n.44

Sulla base del diverso livello di autonomia amministrativa e gestionale dei centri di responsabilità dell'Ateneo di Bologna previsto nel Regolamento per l'Amministrazione, la Finanza e la Contabilità (RAFC), il candidato esponga le caratteristiche dell'autonomia amministrativa e gestionale dei Dipartimenti

Il candidato illustri i requisiti e le procedure per ottenere lo SPID (Sistema Pubblico di Identità Digitale)

Through the School's fourteen second-cycle degree programmes, students can acquire specialist skills and in-depth knowledge in a wide range of subject areas: from the management of cultural associations to that of healthcare, economics, law, tourism, development cooperation, non-profits, and so much more. The degree programmes available to choose from are decidedly international in character. In addition to mobility programmes in Europe (Erasmus programmes) and beyond (Overseas programmes), the School of Economics and Management offers thirteen degree programmes and curricula that are entirely taught in English.

Sequenza domande n.45
Sulla base del diverso livello di autonomia amministrativa e gestionale dei centri di responsabilità dell'Ateneo di Bologna previsto nel Regolamento per l'Amministrazione, la Finanza e la Contabilità (RAFC), il candidato esponga le caratteristiche dell'autonomia amministrativa e gestionale dei Campus
Il candidato indichi le principali forme di difesa in caso di "phishing"
The University considers research as the central domain for the elaboration of ideas, projects and technologies fit to deal with the requirements of the present and look to the future in a European and international context. With regard to the third mission, the University is open to constant dialogue with the territory served by its structures and works intensively to disseminate scientific and cultural knowledge and awareness.

Sequenza domande n.46
Sulla base del diverso livello di autonomia amministrativa e gestionale dei centri di responsabilità dell'Ateneo di Bologna previsto nel Regolamento per l'Amministrazione, la Finanza e la Contabilità (RAFC), il candidato esponga le caratteristiche dell'autonomia amministrativa e gestionale delle Aree Dirigenziali
Il candidato fornisca una definizione di "Internet" e ne indichi l'utilizzo
The University of Bologna adopts an internal Quality Assurance System to carry out its activities and guarantee the constant improvement of its Degree Programmes. Additionally, the University has built a strong and effective education system for the benefit of the entire teachers' community, to guarantee teaching quality and innovation.

Sequenza domande n.47
Con riferimento al sistema di governance indicato nello Statuto dell'Ateneo di Bologna, il candidato illustri funzioni e ruolo del Consiglio di Amministrazione, con particolare riferimento ai processi contabili
Il candidato illustri i principali strumenti digitali di comunicazione e condivisione all'esterno della Pubblica Amministrazione

The University offers students/last-year students and new graduates a range of services designed to increase their employability and help them enter the world of work. We organise activities and programmes that help participants to identify professional objectives by increasing their awareness of their own aptitudes, competences and aspirations, and acquire specificskills to active job hunting. Activities range from how to write an effective CV to simulating a job interview.

Sequenza domande n.48

Con riferimento al sistema di governance indicato nello Statuto dell'Ateneo di Bologna, il candidato illustri funzioni e ruolo del Senato Accademico, con particolare riferimento ai processi contabili

Il candidato illustri alcuni casi in cui l'uso di una Intranet risulti più efficace dell'utilizzo di una cartella condivisa

The Job Placement service organises a range of initiatives that allow companies to meet and contact students/graduates from our University and recruit qualified resources with the skill sets they require. We offer businesses the opportunity to promote their companies as employers within the University and meet young people with specific skills that match a range of different profiles. We support students and graduates by putting them in contact with the world of work and helping them define their professional objectives with the aim of increasing their employability and their awareness of the professional opportunities available to them.

Sequenza domande n.49

Con riferimento al sistema di governance indicato nello Statuto dell'Ateneo di Bologna, il candidato illustri funzioni e ruolo del Rettore, con particolare riferimento ai processi contabili

Il candidato descriva le principali misure di protezione rispetto a rischi/minacce negli ambienti digitali

The degree programme in Science of Primary Education is structured as a single curriculum without division into options. It aims to provide advanced theoretical and practical training in the subjects– psycho-pedagogy, teaching methodology, technology and research – that concern the professional profile of a pre-school and primary school teacher. The curriculum contains prescribed course units covering theory and teacher training for the levels of schooling mentioned. It also provides specific training in handling and integrating cases of special needs pupils.

Sequenza domande n.50

Con riferimento al sistema di governance indicato nello Statuto dell'Ateneo di Bologna, il candidato illustri funzioni e ruolo del Direttore Generale, con particolare riferimento ai processi contabili

Il candidato fornisca la definizione di formato aperto del dato e ne fornisca alcuni esempi

The single-cycle degree programme in Science of Primary Education aims to produce all-round teachers who can combine the creativity, flexibility and young-learner-motivating approach needed for pre-school, with the subject-by-subject approach typical of primary school. The purpose is to ensure greater continuity between the two school levels as the teachers are proficient in both settings.

Sequenza domande n.51

Con riferimento allo Statuto dell'Ateneo di Bologna, il candidato illustri funzioni e ruolo del Collegio dei Revisori dei Conti

Il candidato fornisca una definizione di Dato Personale e Dato sensibile

Teachers trained by the single-cycle degree programme will also be competent at including special needs children; they will learn to make a positive feature of the difference, work to bring out the personal qualities and set up an enhanced climate of cooperation between the class teacher and the teaching assistant. Teachers need to learn how to note and cope with learning differences and obstacles by deliberate strategies based on recent research in educational psychology. The class teacher will also need to know how to turn differences of cultural background to good effect.

Sequenza domande n.52

Con riferimento allo Statuto dell'Ateneo di Bologna, il candidato elenchi ed indichi le funzioni degli organi presenti nei Dipartimenti, con particolare riferimento ai processi contabili

Il candidato fornisca una definizione della firma digitale e ne illustri le utilità per la Pubblica Amministrazione

In December 2015, the Academic Senate of the University of Bologna, accepting the invitation of the European Commission to develop forms of integration for students forced to interrupt their training because they were persecuted or fleeing war zones, approved a measure that allows students requesting international protection to enroll in our Alma Mater Studiorum - University of Bologna, taking advantage of a total contribution exemption.

Sequenza domande n.53

Con riferimento al Regolamento per l'Amministrazione, la Finanza e la Contabilità (RAFC) dell'Ateneo di Bologna, il candidato definisca il concetto di inventario ed elenchi i beni oggetto di inventariazione

Il candidato definisca ed illustri le principali caratteristiche di PagoPA

The programme includes in-depth learning of the subjects to be taught, as well as the most effective teaching strategies to encourage genuine learning and keep school children motivated. The professional training covers both cognitive learning and the

relating-feeling side, with the teacher helping to mould the child as a whole in a positive atmosphere conducive to individual and group wellbeing.

Sequenza domande n.54
Con riferimento al Regolamento per l'Amministrazione, la Finanza e la Contabilità (RAFC) dell'Ateneo di Bologna, il candidato definisca il concetto di Autonomia negoziale attiva e passiva
Il candidato esponga le modalità di applicazione del principio *"once only"* nei rapporti tra enti della Pubblica Amministrazione
The degree programme restricts the number of students nationwide (art. 1 L. 264/99) according to the resources available. The number of students who may enrol and the process of selection will be published every year by a special Call for applications. There must be student selection by a knowledge test even where the degree programme is undersubscribed. The admission test aims to select candidates according to the number of places allotted each year by the MIUR, and also according to their grasp of essentials, as outlined in point 2.

Sequenza domande n.55
Con riferimento al Regolamento per l'Amministrazione, la Finanza e la Contabilità (RAFC) dell'Ateneo di Bologna ed in particolare alla gestione del ciclo passivo, il candidato definisca lo strumento del fondo economale
Il candidato indichi requisiti e procedure per disporre di una PEC (Posta Elettronica Certificata)
In compliance with the yearly Ministerial Decree defining the form and content of the admission test, this last shall ascertain, firstly, that all the requirements set by the Ministerial Decree are possessed, and secondly, shall contain groups of questions specifically designed to cover essential points of basic logic-communications-language and mathematical-science. According to the outcome of the test, candidates enrolling on the Degree Programme will be set additional learning requirements (known as OFAs) where they fail to reach the pass-mark stated in the Call for applications, in either of the two essential areas of knowledge.

Sequenza domande n.56
Con riferimento al Regolamento per l'Amministrazione, la Finanza e la Contabilità (RAFC) dell'Ateneo di Bologna ed in particolare alla regolarizzazione dei flussi di cassa, il candidato definisca lo strumento dell'ordinativo di incasso e di pagamento
Il candidato fornisca una definizione di "Dato aperto" e ne esponga alcuni esempi
Starting from the 2015/2016 academic year, therefore, not only students with a residence permit for "Political Asylum" or "Humanitarian Asylum", but also those in possession of a permit for "Waiting for Political Asylum" or similar purposes, have the opportunity to attend the University of Bologna. For students who have obtained

international or humanitarian protection and who enroll at the University of Bologna, five scholarships worth 8,000 Euros have also been established.

Sequenza domande n.57
Con riferimento al Regolamento per l'Amministrazione, la Finanza e la Contabilità (RAFC) dell'Ateneo di Bologna, il candidato elenchi le tipologie di immobilizzazioni e la loro gestione contabile

Il candidato esponga il principio *"once only"* e le sue conseguenze nell'erogazione dei servizi on-line

The eleven schools of the University are constantly working to facilitate the access of students seeking asylum to the training activities of the University, while the International Desk of the International Relations Area organizes orientation activities. Students seeking asylum can also enroll for free in the Italian language courses of the University Language Center and, thanks to a memorandum of understanding signed by the University of Bologna, ACLI and ASP Città di Bologna, they can take part in extra-curricular internships carried out under the program "Youth Guarantee".

Sequenza domande n.58
Con riferimento al Regolamento di Organizzazione di Ateneo e del Sistema dei servizi TA nell'Ateneo Multicampus (ROA), il candidato illustri la distinzione tra funzioni di indirizzo politico amministrativo e di gestione

Il candidato fornisca una definizione di Posta Elettronica Certificata (PEC) e ne illustri le principali caratteristiche

After the start of the first internships, in November 2016 the Educational and support farm for asylum seekers is opened in Ozzano. The project originated from a structured collaboration between the Acli Vet for Africa Club, the Acli di Bologna, the Asp Città di Bologna, the Alma Mater Department of Veterinary Medical Sciences, Oficina I.S. and the municipalities of Bologna (with the Institution for social inclusion "Don Paolo Serra Zanetti") and of Ozzano nell'Emilia. The experience proved to be very positive and confirmed the desire to continue the training of interns on the farm, deepening the issues related to breeding, milking and processing of milk.

Sequenza domande n.59
Nell'ambito del rapporto di lavoro con un ente pubblico, il candidato descriva i principali diritti e doveri di un dipendente

Il candidato individui le principali caratteristiche dei siti web di enti della Pubblica Amministrazione

Thanks to the commitment, to different extent, of the partners, the training will continue until the project becomes self-sustainable: the main objective of the entrepreneurial plan at the base of the Farm. The launch of this experience also made it possible to raise awareness among the students of the Ozzano Veterinary Campus

on issues of immigration, social inclusion and opportunities for developing solidarity businesses. An important element in view of the creation of a solidarity educational center for the training in the field of students of the School of Agriculture and Veterinary in response to the needs of the territory.

Sequenza domande n.60

Nell'ambito del rapporto di lavoro con un ente pubblico, il candidato descriva le responsabilità del dipendente

Il candidato definisca il concetto di Dato in ambito informatico

The project has its strong point in the partnership network: each of the involved protagonists believed and invested differently in the idea. The hope now is to be able to export this model to other realities, proposing it as a virtuous model of integration, but also of job creation and of induced for the whole territory. To date, there are 39 asylum seekers who have been able to enroll in University of Bologna courses, both in Italian and in English, and who are taking Italian courses at the University Language Center. Instead, there are 2 young people who are following professional training.

Sequenza domande n.61

Il candidato illustri le principali differenze tra il contratto di lavoro subordinato e il lavoro autonomo

Il candidato elenchi e descriva gli strumenti elementari per la comunicazione massiva e la diffusione di informazioni in favore di cittadini ed imprese

The Psychological Support Service (SAP) is one of the most well-established clinical initiatives offered by the Department of Psychology "Renzo Canestrari", in operation since 1985. In the past, SAP had an agreement with the local Municipal Entity for the Right to Education and the Municipality of Bologna. SAP currently receives financial support from the University of Bologna and has an agreement with the Health Authority of Bologna and Romagna. Staff members are professionals from the Department of Psychology "Renzo Canestrari".

Sequenza domande n.62

Il candidato illustri le modalità di accesso al pubblico impiego

Il candidato elenchi e descriva gli strumenti evoluti di comunicazione e partecipazione in favore di cittadini, imprese e in generale stakeholder di una Pubblica Amministrazione

University students attending courses in Bologna should apply to the Clinical Services Office (see the Contacts section at right). University students attending courses in Cesena, Forlì, Ravenna and Rimini should apply to the respective information office (see the Romagna Contacts section at right). In order to gain access to the Psychological Support Service, you will need to go to the relevant office with your

student badge or health card (for young adults between 20 and 28 years old who are not students but are covered by the Health System - AUSL - of Bologna).

Sequenza domande n.63

Con riferimento alla normativa in materia di prevenzione della corruzione e allo Statuto dell'Ateneo di Bologna, il candidato illustri i principi del Codice Etico

Il candidato illustri i principali strumenti digitali di comunicazione e condivisione all'interno della Pubblica Amministrazione

The service provides psychological support for parents of pre-school/school age children and adolescents, and for carers of elderly and ill or disabled family members. The service consists of free meetings focusing on: supporting parents in developing the autonomy of pre-school age children (eating, toilet training, sleeping, tantrum management, introduction to the education/school system), supporting parents for a conscious use of technology, to promote positive relational competencies among peers, and prevent bullying and cyberbullying, supporting careers in developing the competencies for their role and achieving the right balance between caring for themselves.

Sequenza domande n.64

Il candidato illustri le fasi del procedimento amministrativo, con particolare riferimento alla fase istruttoria

Il candidato definisca Codice dell'Amministrazione Digitale (CAD) e ne illustri i principali contenuti

By accessing Studenti Online you can obtain certificates concerning your exams and qualifications. The online certificates are signed digitally by the university, which guarantees their integrity and authenticity. To access the service you must use your institutional credentials. If you don't have your credentials or have forgotten them, contact the Studenti Online Help Desk. Consult the list of types of certificates this service can provide. Any certificates that are not available online can be requested at your Student Administration Office by filling in the certificate request.

Sequenza domande n.65

Il candidato illustri le fasi del procedimento amministrativo, con particolare riferimento alla fase dell'iniziativa

Il candidato illustri quali ostacoli ravvisa nella diffusione di competenze digitali nelle Pubbliche Amministrazioni italiane e quali suggerimenti darebbe per rimuovere tali ostacoli

You can deliver the form in person at the Student Administration Office, or delegate a third party who will have to show a written mandate (no stamp duty required) signed by you and a photocopy of your valid ID when delivering the filled-in form on your behalf. Alternatively, you may send the form to the Student Administration

Office via e-mail, using your University email account. If you use your personal e-mail account, you must attach a copy of a valid ID.

Sequenza domande n.66

Il candidato illustri le fasi del procedimento amministrativo, con particolare riferimento alla fase deliberativa

Il candidato individui le principali implicazioni dell'uso dei social media da parte di un dipendente di una Pubblica Amministrazione

The University of Bologna promotes and implements the development of green spaces by carrying out projects to expand such areas, planting more trees and implementing urban greening initiatives. Greenery is valued as a necessary element to increase the quality of life in university areas, as well as having ornamental value. The University of Bologna aims to improve the bioclimate and the aesthetic quality of spaces while reducing the "heat island" effect. The design guidelines have been applied to all works in progress, thus allowing some designs to be improved.

Sequenza domande n.67

Il candidato illustri ruolo e funzioni del responsabile del procedimento amministrativo

Il candidato elenchi vantaggi e svantaggi derivanti dall'uso di social media per un Ateneo

After passing the final examination, Alma Mater Studiorum University of Bologna issues a diploma indicating your qualification and relative degree class. The certificate does not indicate your individual exam grades or your final grade. You may collect the payment slip from the Administration office of send an e-mail to your Student Administration Office requesting the payment code to be loaded on Studenti Online in order to pay the certificate duplicate fee. You can pay on-line or at any branch of UniCredit Banca; (only if you send the request by post) a copy of your identity document;

Sequenza domande n.68

Il candidato illustri i principi generali dell'attività amministrativa, con particolare riferimento al principio della trasparenza

Il candidato illustri i principali strumenti di autenticazione per usufruire di servizi on-line

We offer a comprehensive range of activities that will allow you to clarify your professional objectives and learn skills that will be useful when you will be looking for a job and entering the world of work: from writing an effective CV to simulating job interviews. More in general, these activities will prepare you for the University-World of Work transition, help you make informed decisions about your professional future and give you the confidence you need during selection processes.

Sequenza domande n.69

Il candidato illustri i principi generali dell'attività amministrativa, con particolare riferimento al principio del buon andamento dell'azione amministrativa

Il candidato definisca il significato di Documento Elettronico e Documento Informatico e ne illustri le principali differenze

The Cesenatico branch comprises the "Massimo Trentini" University Centre for Fish Production and the research laboratories of the Department of Veterinary Medical Sciences, where teaching and scientific activities are carried out, which are linked to the aquaculture industry and the health and well-being of fish production. The University Centre is active in international research programmes and offers services to companies in the fishing industry operating throughout Italy.

Sequenza domande n.70

Il candidato illustri i principi generali dell'attività amministrativa, con particolare riferimento al principio dell'economicità

Il candidato illustri le principali differenze tra posta elettronica e Posta Elettronica Certificata (PEC)

The Alfa and Beta study rooms are open all-day until late in the evening and they offer a comfortable study environment for university students in Cesena. The university seat of Cesenatico also offers a study room for a non-stop, all-day access. During the pandemic emergency and until further notice, it is mandatory to wear a FFP2 mask covering nose and mouth when accessing the room. Students who do not wear a mask shall not be admitted. The ALFA and BETA study rooms have been recently equipped with high-performance and efficient PCs.

Sequenza domande n.71

Il candidato fornisca una definizione di atto amministrativo e ne indichi gli elementi essenziali

Il candidato illustri vantaggi e svantaggi connessi all'uso di un Protocollo Informatico rispetto a quello cartaceo

Situated in the square in front of the railways station, this room is equipped with 4 PC workstations and several reading desks including Internet-connection for the student's own laptop or notebook. The room also offers the Erasmus zone which is destined to international students and it includes 8 reading desks (one of which is equipped with a desktop PC). The maximum capacity of the study room is of 60 students, which is reduced to 28 according to the Phase 3 of the COVID-19 Emergency Protocol.

Sequenza domande n.72

Il candidato illustri la procedura per il conferimento di incarichi di lavoro autonomo di cui all'art. 2222 e segg. c.c., nel rispetto di quanto previsto dall'art. 7, comma 6 del D.lgs. 165/2001 e s.m.i

Il candidato illustri i principali strumenti di autenticazione dell'identità digitale

AlmaBike is a unisex city bike specifically designed to meet the needs of university students who prefer an urban choice. After a preliminary competition for students of the University of Bologna, an established design specialist in this field came up with a customised bicycle model. The project is funded by the Italian Ministry for the Environment, which has launched a call for tenders with a view to improving air quality in metropolitan cities. AlmaBike will be produced by the winning tenderer and equipped with an anti-theft GPS sensor, as well as other quality features.

Sequenza domande n.73

Con riferimento alla Legge 241/1990, il candidato illustri le differenze tra nullità e annullabilità del provvedimento amministrativo

Il candidato illustri le modalità di funzionamento del sistema PagoPA

The aim behind the project is to create a network of stations for pedal-assisted bicycles that facilitates intermodal commuting or travel between different work locations. The start-up phase involves the installation of a number of e-bike parking facilities, including one at the railway station, distributed throughout the various university districts of Bologna. The project is complemented by the creation of photovoltaic shelters to protect and recharge the bikes, as well as a booking software system. The project will then be rolled out to the main campus sites.

Sequenza domande n.74

Il candidato illustri la differenza tra atto amministrativo e provvedimento amministrativo e fornisca qualche esempio

Il candidato indichi le principali forme di utilità degli Open Data per imprese, cittadini e società civile

Almabike project, the made-in bicycle aimed to enhance cycling at University of Bologna, open a new stage: 50 bicycles upgraded with smartcity sensors able to harvest environmental data related to cyclist routing. To develop the scientific research issue we need volunteers from the University community ready to use the bike in theirs daily urban movements on bike, as home-work commuting or leisure.

Sequenza domande n.75

Il candidato illustri le principali modalità di accesso agli atti nell'ambito di un procedimento amministrativo

Il candidato indichi requisiti e procedure per ottenere lo SPID (Sistema Pubblico di Identità Digitale)

For several years now, the University has been working on an important process of dematerialisation of administrative processes (e.g. teaching self-evaluation questionnaires, teaching contracts) and communication (e.g. University brochures), with a view to a digital first project. For example, the digitisation of the University brochures, previously distributed during Alma Orienta, has resulted in a paper saving of 13 tonnes per year. The ReMade project, which translates paper savings into the proportional planting of trees in green areas of the University, is also part of this approach.