



Università
per Stranieri
di Perugia

Procedura selettiva, per titoli e colloquio, per la progressione verticale tra le categorie per la copertura di n. 6 posti di categoria C, posizione economica C1, area amministrativa per le esigenze delle strutture di ateneo, riservata al personale di ruolo dell'Università per Stranieri di Perugia di categoria B, ai sensi dell'art. 52, comma 1-bis, del D. Lgs. n. 165 del 30 marzo 2001, pubblicato all'Albo di Ateneo in data 01/12/2023

Relativamente alla procedura richiamata in epigrafe, ai sensi dell'art. 19 del D. Lgs. n. 33/2013 si pubblicano le tracce della prova orale svoltasi in data 02/07/2024, comprese quelle non estratte.

IL RESPONSABILE DEL PROCEDIMENTO
dott.ssa Elena Settimi

PUBBLICATO IN DATA 14/08/2024

UNIVERSITÀ PER STRANIERI DI PERUGIA

PROGRESSIONE VERTICALE PER COPERTURA 6 POSTI CAT. C

QUESITI

Il candidato descriva brevemente la propria esperienza lavorativa e indichi quali strategie ha utilizzato per rendere il suo lavoro più produttivo

Il candidato illustri brevemente la differenza tra posta elettronica certificata e posta elettronica ordinaria

Il candidato illustri brevemente gli organi monocratici dell'Università

É possibile inserire tabelle nei documenti Word? Se sì, come?

READ AND TRANSLATE

EU leaders collectively discuss and agree the EU's direction and goals for 2024-2029.

It is a collective effort led by the President of the European Council, where leaders discuss and decide together. It takes place in the context of the European Parliament elections and ahead of the appointment of each European Commission.

The informal European Council meeting on 6 October 2023 in Granada, Spain, was the first time EU leaders had debated future priorities for the strategic agenda, including:

- security and defence
- resilience and competitiveness
- energy
- migration
- global engagement
- enlargement

UNIVERSITÀ PER STRANIERI DI PERUGIA

PROGRESSIONE VERTICALE PER COPERTURA 6 POSTI CAT. C

QUESITI

Il candidato descriva brevemente la propria esperienza lavorativa e quali tecniche ha adottato per rendere il suo lavoro più efficace

Il candidato illustri brevemente la struttura e gli elementi essenziali del provvedimento amministrativo

Il candidato illustri brevemente gli organi collegiali dell'Università

Utilizzando il programma Microsoft Word come si può applicare ad un testo contemporaneamente le formattazioni grassetto, corsivo, sottolineato?

READ AND TRANSLATE

EU level support for the European Universities:

- Confirmation of the European Universities' concept
- Role models for European higher education transformation
- Balance between inclusion and excellence
- Synergies education and R&I at the service of society
- Geographical balance
- Diversity of higher education institutions
- Subsidiarity, institutional autonomy, academic freedom
- Sustainable funding for the European Universities

UNIVERSITÀ PER STRANIERI DI PERUGIA

PROGRESSIONE VERTICALE PER COPERTURA 6 POSTI CAT. C

QUESITI

Il candidato descriva brevemente la propria esperienza lavorativa e quali ritiene siano gli elementi importanti e determinanti per una buona collaborazione in un gruppo di lavoro

Il candidato illustri brevemente il sistema di gestione documentale in uso all'Ateneo

Il candidato illustri brevemente le funzioni e la durata del mandato del Rettore

Utilizzando Microsoft Word come si può inserire un'immagine nel testo?

READ AND TRANSLATE

What is Horizon Europe?

Horizon Europe is the EU's key funding programme for research and innovation. It tackles climate change, helps to achieve the UN's Sustainable Development Goals and boosts the EU's competitiveness and growth.

The programme facilitates collaboration and strengthens the impact of research and innovation in developing, supporting and implementing EU policies while tackling global challenges. It supports creating and better dispersing of excellent knowledge and technologies.

It creates jobs, fully engages the EU's talent pool, boosts economic growth, promotes industrial competitiveness and optimises investment impact within a strengthened European Research Area.

UNIVERSITÀ PER STRANIERI DI PERUGIA

PROGRESSIONE VERTICALE PER COPERTURA 6 POSTI CAT. C

QUESITI

Il candidato descriva brevemente la propria esperienza lavorativa e quali comportamenti ritiene necessari al fine di creare un buon clima lavorativo e relazionale

Il candidato illustri brevemente la motivazione nel provvedimento amministrativo

Il candidato illustri brevemente le funzioni e la durata del mandato del Direttore Generale

Il numero di pagina, in un documento creato con Microsoft Word, come può essere inserito?

READ AND TRANSLATE

What is the multilateral dialogue on principles and values?

The multilateral dialogue on principles and values for international research is one of the key elements of Europe's new strategy on international cooperation in research and innovation as set out in the Commission Communication on the Global Approach.

The principles and values which should support international research and innovation cooperation are discussed in an open dialogue with the EU's key partner countries around the world.

The dialogue aims to identify common points, discuss differences and learn from each other's experiences. By acknowledging the different approaches and priorities around the world, we hope to move towards a shared understanding and implementation of fundamental principles and values.

UNIVERSITÀ PER STRANIERI DI PERUGIA

PROGRESSIONE VERTICALE PER COPERTURA 6 POSTI CAT. C

QUESITI

Il candidato descriva brevemente la propria esperienza lavorativa e in che modo mantiene aggiornate le sue competenze.

Il candidato illustri brevemente le fasi del procedimento amministrativo

Il candidato illustri brevemente la composizione e le funzioni del Senato Accademico

A cosa serve il comando Colore evidenziatore testo di Microsoft Word?

READ AND TRANSLATE

How the Eurogroup works

The Eurogroup is an informal body created in 1997 in which the ministers from the euro area member states discuss matters relating to their countries' common responsibilities related to the euro.

Its main task is to ensure close coordination of economic policies among the euro area member states. It also aims to promote conditions for stronger economic growth and is responsible for preparing the Euro Summit meetings and for their follow-up.

The Eurogroup usually meets once a month, on the eve of the Economic and Financial Affairs Council (Ecofin) meeting. The Ecofin Council is made up of the economic and finance ministers from all member states and is responsible for EU policy in three main areas: economic policy, taxation issues, and the regulation of financial services.

UNIVERSITÀ PER STRANIERI DI PERUGIA

PROGRESSIONE VERTICALE PER COPERTURA 6 POSTI CAT. C

QUESITI

Il candidato descriva brevemente la propria esperienza lavorativa e descriva una situazione lavorativa in cui ha dovuto affrontare un cambiamento drastico e/o improvviso

Il candidato illustri brevemente l'istituto del silenzio assenso

Il candidato illustri brevemente la composizione e le funzioni del Consiglio di amministrazione

A cosa serve il comando Sostituisci di Microsoft Word?

READ AND TRANSLATE

EU Charter of Fundamental Rights

In 2000, the European Parliament, the European Commission and the Council proclaimed the EU Charter of Fundamental Rights. This document set out the fundamental rights and freedoms recognised by the European Union.

With the entry into force of the Treaty of Lisbon in 2009, the rights, freedoms and principles detailed in the charter became legally binding on the EU and on member states when implementing EU law.

The agreement also calls for the European Union to accede to the European Convention on Human Rights. It sets out the obligation:

- to respect fundamental rights within the European Union
- to advance and consolidate human rights in EU external action.

UNIVERSITÀ PER STRANIERI DI PERUGIA

PROGRESSIONE VERTICALE PER COPERTURA 6 POSTI CAT. C

QUESITI

Il candidato descriva brevemente la propria esperienza lavorativa e come si comporterebbe se dovesse avere bisogno del supporto di un collega che invece non si dimostra collaborativo

Il candidato illustri brevemente il sistema di gestione contabile dell'Ateneo

Il candidato illustri brevemente le funzioni del collegio dei revisori dei conti

Utilizzando il foglio di calcolo Excel, per spostare il contenuto di una cella, in un'altra cella, qual è la corretta sequenza di operazioni da compiere?

READ AND TRANSLATE

Erasmus+ programme 2021-2027

Erasmus+ is the EU's programme to support education, training, youth and sport in Europe. It is one of the most renowned, celebrated and successful EU programmes. It all started in 1987 as a mobility scheme for higher education students.

For over 35 years now, Erasmus+ adds value at European level, going beyond what participating countries could achieve on their own. Erasmus+ and its predecessors have had a positive impact on over 12 million Europeans by:

- helping them develop professionally and personally
- strengthening European identity and values.

With more than 2 000 transnational strategic partnerships per year, the Erasmus+ programme is expanding and becoming more and more international. The programme is managed partly at national level by national agencies and partly at European level by the European Education and Culture Executive Agency (EACEA).

UNIVERSITÀ PER STRANIERI DI PERUGIA

PROGRESSIONE VERTICALE PER COPERTURA 6 POSTI CAT. C

QUESITI

Il candidato descriva brevemente la propria esperienza lavorativa e quali comportamenti ha adottato per risolvere una situazione lavorativa particolarmente difficile.

Il candidato illustri brevemente la procedura di immatricolazione/iscrizione ai corsi universitari;

Il candidato illustri brevemente le funzioni del nucleo di valutazione;

Utilizzando il programma Microsoft Excel è possibile stampare solo una porzione del foglio di lavoro?

READ AND TRANSLATE

What are the objectives of Erasmus+?

The Erasmus+ programme aims to:

- reduce unemployment, especially among young people
- promote adult learning, especially of new skills and skills required by the labour market
- encourage young people to take part in European democracy
- support innovation, cooperation and reform
- reduce early school leaving
- promote cooperation with and mobility in the EU's partner countries.

The 2021-2027 programme places a strong focus on:

- social inclusion
- the green and digital transitions
- promoting young people's participation in democratic life

It supports priorities and activities set out in the European Education Area initiative, the digital education action plan and the European skills agenda. The programme also:

- helps to implement the European Pillar of Social Rights
- implements aspects of the EU youth strategy 2019-2027
- helps develop the European dimension of sport.

UNIVERSITÀ PER STRANIERI DI PERUGIA

PROGRESSIONE VERTICALE PER COPERTURA 6 POSTI CAT. C

QUESITI

Il candidato descriva brevemente la propria esperienza lavorativa e descriva una situazione in cui ha saputo offrire un contributo professionale innovativo.

Il candidato illustri brevemente la tipologia di contratti che l'Università può stipulare con soggetti esterni;

Il candidato illustri brevemente i corsi di studio del sistema universitario;

Cosa bisogna fare per modificare il nome di un foglio di lavoro Excel?

READ AND TRANSLATE

The University for Foreigners of Perugia

The University for Foreigners of Perugia is the oldest and the most prestigious Italian institution specialised in the teaching, research, and promotion of all expressions of the Italian language and culture.

Founded at the beginning of the 1920s, it has always been a symbol of openness and tolerance, as well as a meeting place for different cultures and peoples, and over time it has become a real workshop of intercultural education. Its specialised vocation focuses on teaching Italian to foreigners, providing access to the vast heritage of Italian civilisation through disciplines such as art, literature and music, and the economic system. The university's mission is to promote the Italian language and culture worldwide and to favour, through dialogue and exchange, the knowledge of diversity.

Based on this identity, the University for Foreigners of Perugia provides enriched course offerings which, in addition to courses on teaching Italian offers Italian and international students Degree and Master's Degree courses in teaching Italian to foreigners, the Made in Italy brand, communication, international relations and sustainability.

UNIVERSITÀ PER STRANIERI DI PERUGIA

PROGRESSIONE VERTICALE PER COPERTURA 6 POSTI CAT. C

QUESITI

Il candidato descriva brevemente la propria esperienza lavorativa e come gestirebbe un utente particolarmente difficile.

Il candidato illustri brevemente le fasi del procedimento amministrativo su impulso di parte;

Il candidato illustri brevemente le funzioni e il ruolo del Responsabile della Prevenzione della Corruzione e della Trasparenza;

Cosa consente di fare la funzionalità blocca riquadri di Microsoft Excel?

READ AND TRANSLATE

Italian language certificates (CELI)

The Centre for Language Assessment and Certifications (CVCL) of the University for Foreigners of Perugia draws up and produces exams for the issuance of language certificates that certify the ability to use Italian as a second (L2) and foreign (LS) language at different proficiency levels and for use in various contexts.

These certificates (CELI Italian Language Certificates) are comparable to those issued by the most important European institutions and refer to the learning objectives and levels (A1-C2) of the Common European Framework of Reference for languages of the European Council.

CELI certificates have the European quality label (Q Mark), issued by ALTE (Association of Language Testers in Europe) after specific audit procedures. CELI examinations are held at the University for Foreigners of Perugia, as well as at affiliated centres in Italy and abroad.

The Centre also provides training courses for teachers who wish to take on the role of oral examiners or to acquire greater knowledge and skills in language testing and assessment.

UNIVERSITÀ PER STRANIERI DI PERUGIA

PROGRESSIONE VERTICALE PER COPERTURA 6 POSTI CAT. C

QUESITI

Il candidato descriva brevemente la propria esperienza lavorativa e quali caratteristiche la rendono un buon collega di lavoro.

Il candidato illustri brevemente le fasi del procedimento amministrativo avviato d'ufficio

Il candidato illustri brevemente le principali fonti normative inerenti alla protezione dei dati personali

Cosa consente di fare la funzionalità carica dati esterni di Microsoft Excel?

READ AND TRANSLATE

Degree course in INTERNATIONAL AND ADVERTISING COMMUNICATION of the University for Foreigners of Perugia

This course aims at acquiring theoretical knowledge and methodological and professional skills in the disciplines of communication and language, economics, law and social sciences.

The course is divided into two curricula:

- International Communication. The curriculum provides skills related to communication strategies and techniques adopted in international bodies and organisations in the public, private and non-profit sector;
- Advertising Communication. The curriculum provides skills in business communication, marketing, social and advertising communication.

The course trains students to work in the communications sector, allowing them to find jobs in the advertising, institutional, corporate and non-profit communication sectors, on a national and international scale. Specifically, the course prepares students for employment in publishing companies, media, radio and television broadcasting, web service agencies, market research institutes, and public and private press offices.

The University offers a continuation of this programme at the Master's level, with the degree in "Advertising Communication, Storytelling and Visual Culture".

UNIVERSITÀ PER STRANIERI DI PERUGIA

PROGRESSIONE VERTICALE PER COPERTURA 6 POSTI CAT. C

QUESITI

Il candidato descriva brevemente la propria esperienza lavorativa e qual è il più grande obiettivo professionale che abbia mai raggiunto.

Il candidato illustri brevemente le conseguenze dell'inerzia dell'azione amministrativa.

Il candidato illustri brevemente le diverse tipologie di personale universitario.

In un file Excel è possibile spostare la posizione dei vari fogli di lavoro?

READ AND TRANSLATE

Degree course in INTERNATIONAL STUDIES FOR SUSTAINABILITY AND SOCIAL SECURITY of the University for Foreigners of Perugia

This degree course is designed to deepen the theme of sustainability in its three dimensions: economic, environmental, and social, in the light of the United Nations 2030 Agenda.

The international and transdisciplinary perspective of this course allows students to explore and understand the challenges of sustainability at an international, national and local level, through training, research, practical experience and innovation. The curriculum includes many classes and workshops in English (International Security Studies, Cyber Security, Green and Circular Economy). The network of institutions and partners involved in the course also offers students various opportunities to travel abroad and professional experience in an international context, through internships and work experiences.

Due to the focus on specific knowledge and professional skills, the course provides employment opportunities in a wide range of professional fields, in the public and private sectors.