



Descriva brevemente il candidato le principali missioni istituzionali dell'Università.

PROVE ORALI

PROVA N. 1

- 1) La violazione dei doveri secondo il codice di comportamento dei dipendenti pubblici.
- 2) L'ANVUR.
- 3) Descriva che cosa si intende per filtro in gmail e quale è il suo principale utilizzo.
- 4) Descriva, con un esempio pratico, gli utilizzi della formattazione della cella in excel.
- 5) Descriva come trasformare un file di word in un file pdf e il perché sia eventualmente utile convertirlo.

Role play: You work in the University of Urbino's Ufficio Relazioni internazionali, and have received this message:

Dear Ufficio Relazioni internazionali,

Under the auspices of the Erasmus Plus 'Imotion programme', I will participate at a staff training event at the University of Urbino in June 2022.

I belong to the category of library staff at the National University of Ireland in Galloway.

Could you please tell me whether your Institution's library system includes a section of texts in English? I would like to observe your classification process during my stay at the *Università di Urbino Carlo Bo*.

Kind thanks, Ms. P.S.

Which answer is appropriate for this message? A, B or C?

- A) Dear Mr. P.S., Thank you for your message. However, I don't know what 'classification process' means in this context. Can you explain better? Anyway, I'm happy to hear that you're coming to the Università di Urbino next June. Remember that its hot weather here in summer and bring some of the cool clothes. Kind regards (your name)
- B) *Buonasera* Mrs P.S.! That's what we say in Italy at this time of day. So: at the University of Urbino I've heard that there are some sections of the main Library in English. I suggest that you write straight to the director of the *Biblioteca San Girolamo* and ask her for confirmation of my opinion. Here's her email address: library.director@uniurb.it *Buonasera*, (your name)
- C) Dear Ms. P.S., Thank you for your message. I am pleased to confirm that there is an English language section of books at diverse branches of the library system at the *Università di Urbino Carlo Bo*. Please open this [link](#) to the Library System site, where you will find a list of the English-language books and the Library locations in which they are stored. Kind regards, (your name)

PROVA N. 2

- 1) La potestà' regolamentare dell'Ateneo.
- 2) L'ARAN.
- 3) Descriva quale potrebbe essere il perché della non ricezione di un messaggio di posta elettronica.
- 4) Descriva le diverse tipologie di riferimento alle celle in excel.
- 5) Descriva l'operatività per la creazione di una tabella in word.

Role play: You work in the University of Urbino's Ufficio Relazioni internazionali, and have received this message:

Dear Ufficio Relazioni internazionali,

I am writing for information concerning the University of Urbino's exchange program with an institution named 'EMUNI'; can I spend a semester at the Emuni campus if I am a student at UniUrb?



Looking forward to hearing from you,
Yours faithfully, JDF

Which answer is appropriate for this message? A, B or C?

- A) Dear Sir, I am very grateful for your kind message. Indeed, it *is* possible for students at UniUrb to go on an exchange program in Piran, where the Emuni campus is located. An application process has been set up; this will be carried out in the month of May each academic year.
- B) Hi Mr. JDF. Yes, you certainly can go to the exchange program for Emuni in the country of Slovenia. You can go to study course, summer school and research program. You can also think to apply to attend Emuni in May.
- C) Dear JDF, Yes, it is possible for UniUrb students to participate in an exchange program for one semester on the Emuni campus in Piran, Slovenia. Emuni offers regular academic courses, summer schools and research programs. Please note that an application process to study at Emuni takes place each May.

PROVA N. 3

- 1) Nucleo di Valutazione Interno di ateneo: funzioni e responsabilità.
- 2) Rapporto di lavoro contrattualizzato dei dipendenti pubblici.
- 3) Descriva come invierebbe una email a più destinatari evitando di inviare anche l'elenco di tutti gli indirizzi email degli stessi.
- 4) Descriva come e perché utilizzare la funzionalità del filtro dati in excel.
- 5) Descriva il più dettagliatamente possibile i campi di formattazione del layout di pagina in word.

Role play: You work in the University of Urbino's *Ufficio Relazioni internazionali*, and have received this message:

Dear *Ufficio Relazioni internazionali*,

Under the auspices of the Erasmus Plus 'Imotion programme', I will participate at a staff training event at the University of Urbino in November 2021.

I belong to the category of teaching staff at the University of Umea, Sweden.

Besides attending the training event, I would like to know whether there are any CLIL classes in English for me to observe during my stay at the *Università di Urbino Carlo Bo*.

Kind thanks, Mr. L.S.

Which answer is appropriate for this message? A, B or C?

- A) Dear Mr. L.S., Thank you for your message. However, I don't know what "CLIL" means. Can you explain better? Anyway, I'm happy to hear that you're coming to the Università di Urbino in November. Remember that it's bad weather here in November and bring some of the warm clothes. Kind regards (your name)
- B) *Buonasera* Mrs L.S.! That's what we say in Italy at this time of day. So: at the University of Urbino I've heard that there are some CLIL classes being taught in English. I suggest that you write straight to the director of the Cisdell and ask her. Here's her email address: cisdell.director@uniurb.it
Buonasera, (your name)
- C) Dear Mr. L.S., In November you will find many Content and Language-Integrated Learning (CLIL) classes at the *Università di Urbino Carlo Bo*. Please open this [link](#) to a page on the Cisdell site,



where you will find a list of such courses in English and the Departments in which they are taught.
Kind regards, (your name)

PROVA N. 4

- 1) Il responsabile per la prevenzione della corruzione e della trasparenza.
- 2) Collegio dei Revisori dei Conti.
- 3) Descriva come, utilizzando il motore di ricerca google, possa limitare la ricerca del testo solo a un determinato sito internet.
- 4) Descriva come e perché utilizzare la funzione SE in excel.
- 5) Descriva come utilizzare word per modificare un file pdf e le probabili conseguenze nel caso questo sia possibile.

Role play: You work in the University of Urbino's Ufficio Relazioni internazionali, and have received this message

**Dear Ufficio Relazioni internazionali,
I am writing to ask which exchange programmes your University offers in Slovenia.
Yours faithfully,
EG**

Which answer is appropriate for this message? A, B or C?

- A) Dearest EG; If you want to study in Slovenia just write back to tell me what's your interesting Department, and I'll send a list of the programmes we have there.
 - B) Dear EG; Thank you for your message. UniUrb currently has an exchange programme with the University of Primorska.
 - C) Hi EG, thanks for writing. You can totally study in Slovenia when you want, if you come to the University of Urbino. Just let me know if you're interested.
-

PROVA N. 5

- 1) La composizione e la funzione dei principali organi di governo dell'Ateneo.
- 2) GDPR 679/2016: principio di minimizzazione dei dati personali.
- 3) Descriva come opererebbe per convertire un file ricevuto via posta elettronica, sotto forma di testo delimitato da virgole (cosiddetto csv), in una tabella di word.
- 4) Descriva che cos'è e come si applica in concreto la formattazione condizionale in excel.
- 5) Descriva il funzionamento e l'utilità della funzione copia formato in word.

Role play: You work in the University of Urbino's *Ufficio Relazioni internazionali*, and have received this message:

**Dear Ufficio Relazioni internazionali,
Under the auspices of the Erasmus Plus 'Imotion programme', I will participate at a staff training event at the University of Urbino in February 2022.
I am a member of the teaching staff at the University of Turku, Finland.
What week do lessons start in February, please, to plan my trip to Italy. I would like to see how UniUrb organizes the orientation phase at the beginning of the semester, for example.
Thanking you kindly, R.M.**



Which answer is appropriate for this message? A, B or C?

- A) Dear R.M., I look forward to meeting you. Concerning the start of lessons at the beginning of the second semester: at UniUrb lessons actually begin on the first Monday of March, and continue for 10-12 weeks after that date.
I look forward to meeting you in Urbino.
- B) Hello Mr. RM; I'd say that you came early if you come in February. We have many good things to see in Urbino and exhibitions at the Palazzo Ducale, however. While you are waiting. Classes start in March though. I hope we get to see one another when you're here. Take care!
- C) Good day RM. Thanks for writing, but if you show up in Urbino in February you'll have to wait for classes to start. They don't start in February! But I suppose it's really cold in Finland in that month, it's probably the same for you. I work in the administrative office so I'm not sure. You can look at the calendar of the lessons on the UniUrb site for the exact date when classes start, thought:
www.uniurb.it.

PROVA N. 6

- 1) Codice Privacy: il titolare del trattamento dei dati.
- 2) Collegio di disciplina.
- 3) Descriva l'utilità e l'operatività delle etichette di gmail.
- 4) Descriva, aiutandosi con un esempio, le funzionalità dell'ordinamento personalizzato in excel.
- 5) Descriva la differenza tra i vari allineamenti del paragrafo e la funzionalità del righello in word.

Role play: You work in the University of Urbino's *Ufficio Relazioni internazionali*, and have received this message:

Dear Ufficio Relazioni internazionali,

I will come to your office in Urbino next month, under the auspices of the Progetto di Cooperazione between the Universities of Dschang in Cameroun, and Urbino in Italy.

I will work in your office for 2 weeks, and would like to know what kind of clothing I should bring for worktime. I am most concerned about fitting into the social environment there during my exchange visit, and dressing correctly is a part of that.

Mrs. LM

Which answer is appropriate for this message? A, B or C?

- A) Dear Mrs. LM, I look forward to meeting you. Concerning the dress code in our office: I'd say that cotton blouses with short sleeves are a typical choice for summer. Additionally, solid-coloured trousers/ skirts are common. Finally, bring comfortable shoes or sandals are important (not high heels), given the hills in Urbino.
- B) Good morning Mrs. LM; I'd say that for our office you'll want to bring some casual clothes. Don't worry about it too much! The most important thing is that they have the good designer label, formal is not important.
- C) Hi there LM. Thanks for writing, and it'd be great to meet. Frankly most people in the offices at UniUrb are wearing whatever they want. Don't worry about bringing typical clothes from Cameroun, we're not snobs here. Finally, we hope you can share some typical dances and songs from your country!



1506
**UNIVERSITÀ
DEGLI STUDI
DI URBINO
CARLO BO**

Via Aurelio Saffi, 2 – 61029 Urbino (PU)
Tel. +39 0722 3051
www.uniurb.it

Urbino, 30 giugno 2021

LA COMMISSIONE GIUDICATRICE

F.to - Dott. Alessandro Perfetto (Presidente)

F.to - Dott.ssa Simona Monica Ero Pigrucci (Componente)

F.to - Dott.ssa Daniela Garulli (Componente)

F.to - Dott.ssa Catherine Lea Farwell (Membro aggregato)

F.to - Sig. Gianmaria Moino (Membro aggregato)

F.to - Dott.ssa Simona Megna (Segretario)