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DEGLI STUDI
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CARLO BO

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**Allegato n. 1**

SELEZIONE PUBBLICA, PER ESAMI, FINALIZZATA ALL'ASSUNZIONE CON CONTRATTO DI LAVORO SUBORDINATO A TEMPO INDETERMINATO E PIENO DI **N. 4 UNITA' DI CATEGORIA C - AREA AMMINISTRATIVA – PROFILO ADDETTO ALLA RETE DEL MANAGEMENT DIDATTICO** - PER LE ESIGENZE DEI PLESSI DIPARTIMENTALI DELL'UNIVERSITÀ DEGLI STUDI DI URBINO CARLO BO**, DI CUI N. 1 UNITA' PRIORITARIAMENTE RISERVATA ALLE CATEGORIE DI PERSONALE DI CUI AGLI ARTT. 1014 E 678 DEL D.LGS. N. 66/2010 E N. 1 UNITA' RISERVATA ALLE CATEGORIE DI PERSONALE DI CUI ALL'ART. 18 DEL D.LGS N. 40/2017. (COD. 24PTA02). DDG N. 144 DEL 21 MARZO 2024**

**Comunicazione ai sensi dell'art. 19 del D. Lgs n. 33/2013 e s.m.i.**

Il giorno 28 ottobre 2024 alle ore 16,00 presso la Sala Riunioni dell'ICT Via Saffi, 2 Urbino, si riunisce la Commissione giudicatrice della procedura selettiva di cui in epigrafe, per procedere alla riunione finale.

La Commissione giudicatrice, nominata con D.D.G. n. 443 del 5 settembre 2024, risulta così composta:

- Dott.ssa Alessandra ANDRESCIANI  - Dirigente Responsabile dell'Area Didattica e
Servizi agli Studenti
Università Politecnica delle Marche
Presidente;

- Dott. Marco CAPPELLACCI  - Area Elevate Professionalità - Settore tecnico-informatico
Università degli Studi di Urbino Carlo Bo
Componente;

- Dott.ssa Lucia BERNACCHIA  - Area Funzionari - Settore amministrativo-gestionale
Università degli Studi di Urbino Carlo Bo
Componente;

- Dott.ssa Laura FUOCO  - Area Collaboratori - Settore amministrativo
Università degli Studi di Urbino Carlo Bo
Segretaria.

La Commissione giudicatrice, per lo svolgimento della prova orale, è così integrata:

- Dott. Alessandro PERFETTO  - Direttore Generale
Università degli Studi di Urbino Carlo Bo
Membro aggregato;

- Dott.ssa Francesca Ida CARDUCCI  - Collaboratrice ed Esperta Linguistica
di madrelingua inglese
Università degli Studi di Urbino Carlo Bo
Membro aggregato.

La Commissione comunica le tracce delle prove scritte e delle prove orali predisposte:

**PROVE SCRITTE**

## TRACCIA 1

QUESITO N. 1
In base alla normativa vigente e ai regolamenti dell'Università degli Studi di Urbino Carlo Bo la candidata/il candidato illustri le funzioni del Nucleo di Valutazione e del Presidio di Qualità evidenziando le differenze.

QUESITO N. 2
In base alla normativa vigente la candidata/il candidato illustri le fasi e i requisiti per l'accreditamento iniziale di un corso di studio.

QUESITO N. 3
In base al Regolamento Didattico di Ateneo la candidata/il candidato descriva le attività formative dei corsi di laurea.

## TRACCIA 2

QUESITO N. 1
In base alla normativa vigente e ai regolamenti dell'Università degli Studi di Urbino Carlo Bo la candidata/il candidato illustri i compiti e le funzioni dei Dipartimenti.

QUESITO N. 2
In base alla normativa vigente la candida/il candidato descriva gli aspetti salienti dell'accreditamento periodico delle sedi.

QUESITO N. 3
In base al Regolamento Didattico di Ateneo la candidata/il candidato illustri titoli e requisiti per l'ammissione ai corsi di laurea e laurea magistrale

## TRACCIA 3

QUESITO N. 1
In base alla normativa vigente e ai regolamenti dell'Università degli Studi di Urbino Carlo Bo la candidata/il candidato illustri la composizione e le funzioni della Commissione paritetica docenti-studenti.

QUESITO N. 2
Ordinamento didattico e regolamento didattico di un corso di studio: in base alla normativa vigente la candidata/il candidato illustri le principali caratteristiche e differenze.

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QUESITO N. 3

In base alle linee guida ANVUR la candidata/il candidato illustri i principi base del sistema di Autovalutazione, Valutazione e Accreditamento (AVA3).


**PROVE ORALI**

**PROVA 1**
QUESITO N. 1
La candidata/il candidato illustri ruolo e funzioni del Consiglio degli studenti

QUESITO N. 2
La candidata/il candidato illustri i contenuti dell'Ordinamento didattico di un corso di studio

ACCERTAMENTO LINGUA INGLESE
# Quiet Quitting

The concept of "quiet quitting" is quietly spreading around offices, factories and workplaces worldwide. This is when workers stop doing things that are not in their contract. Entrepreneur.com says quiet quitting is going to work "to achieve the minimum requirements of your role in the time that you're there, then leaving". It added that workers do not offer to do overtime, do not do duties not in their contract, and do not go "the extra mile". Quiet quitting became popular because of the pandemic. People want a better work-life balance. They do not want to get burnt out at work. Workers are not doing things they once did voluntarily. They are doing the bare minimum and leaving exactly on time. Bosses are responding with "quiet firing" to get workers to leave. They are not raising salaries and are ignoring workers' ideas. A poll found that 48 per cent of workers have seen quiet firing in their workplace.

QUESITO INFORMATICA
Come si crea un elenco numerato in Word?

**PROVA 2**
QUESITO N. 1
La candidata/il candidato illustri ruolo e funzioni del Rettore

QUESITO N. 2
La candidata/il candidato illustri i contenuti del Regolamento didattico di un corso di studio

ACCERTAMENTO LINGUA INGLESE
# Delegating work

Delegating means trusting someone else in your team with work and responsibilities. Why is it so important, and how can we do it better?
It might be nice to think you can do everything faster and better than your team members. It might be hard to hand over tasks you enjoy doing. But trying to do everything all by yourself shows poor leadership and can end in failure. You will be overworked, stressed and unable to be the leader your team needs.
Leading a team brings new responsibilities and challenges, and managers need to learn to delegate as much as possible. That means sharing or transferring some of your responsibilities, and trusting other people to do some of the work that you normally do. Effective delegation gives you the time and space to offer the support needed, deal with the problems that arise and pay more attention to truly important things.

QUESITO INFORMATICA
Come si applica il grassetto al testo in un documento di Word?

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**PROVA 3**

QUESITO N. 1
La candidata/il candidato illustri ruolo e funzioni del Nucleo di Valutazione (NdV)

QUESITO N. 2
La candidata/il candidato illustri le attività formative dei corsi di studio

ACCERTAMENTO LINGUA INGLESE
## Effective Collaboration
What are the benefits of working collaboratively and how can we work together more effectively?
Collaboration means two or more people working together to achieve a goal. Studies have found that working together makes people more motivated and helps them perform much better. People who are collaborating on tasks stay interested for longer, feel less tired and get better results than people who are working alone.
Working together as a team allows people to do things that could never be done by just one person. What's more, the communication needed in order for team members to share goals and explain ideas is part of a process that improves the quality of everyone's thinking and contributions.
Here are five tips for effective collaboration and strong teamwork that will improve productivity and get better results. [*continues*]

QUESITO INFORMATICA
Come si inserisce un'immagine all'interno di un documento Word?

**PROVA 4**

QUESITO N. 1
La candidata/il candidato illustri ruolo e funzioni del Presidio della Qualità (PQA)

QUESITO N. 2
La candidata/il candidato illustri le principali tipologie di mobilità studentesca e il riconoscimento del periodo di studio all'estero

ACCERTAMENTO LINGUA INGLESE
## Stress
There is a famous expression in English: "Stop the world, I want to get off!" This expression refers to a feeling of panic, or stress, that makes a person want to stop whatever they are doing, try to relax, and become calm again. Stress is one of the most common causes of health problems in modern life.
Stress can affect the heart. It can increase the pulse rate, make the heart miss beats, and can cause high blood pressure. Stress can negatively affect the respiratory and digestive systems as well, and these are only a few examples. Emotions are also easily affected by stress. People suffering from stress often feel anxious. They may have panic attacks. They may feel tired all the time. When people are under stress, they often overreact to little problems. Stress can make people angry, moody, or nervous.
It is obvious that stress is a serious problem. It attacks the body. It affects the emotions. Untreated, it may eventually result in mental illness. Stress greatly impacts our health and general well-being. So, reduce stress: stop the world and rest for a while.

QUESITO INFORMATICA
A cosa serve la funzione CONTA.SE in Excel?

**PROVA 5**

QUESITO N. 1
La candidata/il candidato illustri ruolo e funzioni del Commissione Paritetica Docenti-Studenti (CPDS)

QUESITO N. 2
La candidata/il candidato illustri le caratteristiche dei corsi di studio a doppio titolo, congiunto o multiplo

ACCERTAMENTO LINGUA INGLESE
# Teambuilding

Nowadays, company bosses are increasingly trying to find unusual teambuilding events as part of their training programme.  An activity park called Fast-track has just opened to offer such events. It specialises in events to attract the corporate entertainment market, which  is growing all the time.

The park is situated just a few kilometres outside the city centre and it provides events that will entertain as well as train. Clients can try outdoor attractions such as sailing or climbing, although availability clearly depends entirely on the weather. Activities of this kind are perfect team-building exercises.

'I'd never been to an activity park before,' explained James Black, a company manager. 'Before we came, I didn't think we would enjoy ourselves so much, and I didn't expect the huge difference that Fast-track's programme has made to my team. Now we work better together than we did before.'

QUESITO INFORMATICA
Da cosa viene caratterizzata una formula in Excel?

## PROVA 6
QUESITO N. 1
La candidata/il candidato illustri ruolo e funzioni del Consiglio di Amministrazione (CdA)

QUESITO N. 2
La candidata/il candidato illustri l'iscrizione delle studentesse e degli studenti a tempo parziale (part-time)

ACCERTAMENTO LINGUA INGLESE
# Productive Meetings

Meetings can be a great way to share ideas and make decisions, but they need to be effective. Here are some tips to ensure your meetings are productive.

**Set a Clear Objective**: Every meeting should have a specific goal. This helps everyone understand the purpose and what you want to achieve. For example, if the goal is to brainstorm new ideas, make that clear from the start.

**Create an Agenda**: An agenda outlines what will be discussed. Share it in advance so participants can prepare. This keeps the meeting focused and on track.

**Choose the Right Attendees**: Invite only those who are necessary for the discussion. This helps avoid distractions and keeps the meeting efficient.

**Manage Time Wisely**: Start and end on time. Use a timer to keep discussions within the planned time for each agenda item. If off-topic issues arise, note them down for later discussion.

**Follow Up**: After the meeting, send out notes summarizing key points and action items. This ensures everyone knows their responsibilities moving forward. By following these tips, you can make your meetings more effective and valuable for everyone involved.

QUESITO INFORMATICA
A cosa serve la stampa unione in Word?

## PROVA 7

QUESITO N. 1
La candidata/il candidato illustri ruolo e funzioni del Senato Accademico (SA)

QUESITO N. 2
La candidata/il candidato illustri la funzione e l'acquisizione del Credito Formativo Universitario (CFU)

ACCERTAMENTO LINGUA INGLESE
# Conflict management

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Many people feel uncomfortable with conflict, but it can help us to grow.

**Fight or flight**

When conflict arises, we can often see nature's fight-or-flight response – either attacking the enemy or running away. The 'fight' reaction is when people start to prepare themselves for an argument. But by getting aggressive, they might damage their relationships or miss the chance of growing through constructive feedback.

The 'flight' response involves totally ignoring the situation. People suppress their feelings, hide disagreements and pretend that everything is fine when it is not. However, the conflict remains unresolved and the problem gets worse.

So how can we go beyond our immediate reactions to make conflict a source of trust-building and development? Here are eight tips to help us manage conflict successfully.[continues]

QUESITO INFORMATICA
A cosa servono le tabelle pivot in Excel?

**PROVA 8**

QUESITO N. 1
La candidata/il candidato illustri ruolo e funzioni delle Strutture didattiche (come disciplinate dallo Statuto e dai

vari regolamenti dell'Università degli studi di Urbino Carlo Bo)

QUESITO N. 2
La candidata/il candidato illustri le principali forme di Tutorato

ACCERTAMENTO LINGUA INGLESE
# Intercultural Communication

*The capacity to communicate with people from diverse cultures is referred to as intercultural communication.* Interacting effectively across cultural lines requires perseverance and sensitivity to one another's differences. This includes language skills, customs, ways of thinking, social norms, and habits.

Thanks to fast transportation, global media, and the world wide web, we are now more connected than ever to other people worldwide. Working with the international community for economic survival means countries and cultures can no longer operate in a vacuum. Because of this, intercultural communication is no longer a choice but a *must*.

In addition, misunderstandings resulting from a lack of familiarity with another culture are often embarrassing. Mistakes like these can make it difficult, if not impossible, to reach an agreement with another country or close a business contract with a foreign partner. For travelers, misunderstandings can also make interactions more awkward.

QUESITO INFORMATICA
A cosa serve la formattazione condizionale in Excel?

**PROVA 9**

QUESITO N. 1
La candidata/il candidato illustri ruolo e funzioni del Comitato unico di garanzia per le pari opportunità, la

valorizzazione del benessere di chi lavora e contro le discriminazioni (CUG)

QUESITO N. 2
La candidata/il candidato illustri la contemporanea iscrizione ai corsi di studio

ACCERTAMENTO LINGUA INGLESE
# The Truth About Italian Work Culture: Breaking Stereotypes

Italian work culture has often been subject to stereotypes and misconceptions. However, upon closer examination, these notions are often far from the truth.

Contrary to popular belief, Italians are hardworking individuals who take pride in their work.

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Italian professionals value professionalism, dedication, and a commitment to excellence.

While punctuality may vary, lateness is not a universal characteristic, and many Italians prioritize being on time.

While Italians value work-life balance, they also understand the importance of professional responsibilities.

Building strong connections and networks is fundamental in Italian work culture, promoting collaboration and opportunity. Italians emphasize the integration of personal and professional spheres, valuing time spent with family and friends.

The idea of enjoying a period of rest promotes creativity and allows individuals to recharge.

A more relaxed pace is often seen in work settings, helping to keep the atmosphere calm and comfortable.

Italian work culture has several positive influences on individuals and their professional lives:

Colleagues often develop close relationships, promoting a supportive and collaborative work environment.

Valuing personal time positively impacts mental health, job satisfaction, and overall well-being.

QUESITO INFORMATICA
Qual è la differenza tra "Salva" e "Salva con nome" in Word?

**PROVA 10**

QUESITO N. 1
La candidata/il candidato illustri ruolo e funzioni del Direttore Generale

QUESITO N. 2
La candidata/il candidato illustri le principali fasi previste per la modifica di un ordinamento didattico di un corso

di studio

ACCERTAMENTO LINGUA INGLESE
# Lifelong Learning

While there is no universal definition of lifelong learning, this generally refers to the concept that there is *always* something new to be learned—regardless of whether it's for personal satisfaction or professional development and career advancement. The idea behind lifelong learning is that, even once your days of formal education are complete, it's important to keep learning and acquire new skills.

In other words, lifelong learners never consider their education truly complete. Lifelong learners are not complacent; they're always seeking new ways to explore new concepts, take on new hobbies, and improve themselves.

Of course, this is not to say that lifelong learning cannot include formal education. From childhood curiosity to formal schooling to returning to school for an advanced degree, any and all forms of education certainly apply to the idea of lifelong learning.

What does lifelong learning look like in action? Examples may include:
- Learning how to use a new technology
- Exploring a new sport or physical activity (like taking up running)
- Acquiring a new skill (like cooking or sewing)
- Pursuing self-taught studies (like teaching yourself a new language) or formal education

QUESITO INFORMATICA
A cosa serve la funzione SOMMA.SE in Excel?

**PROVA 11**

QUESITO N. 1
La candidata/il candidato illustri i principi contenuti nello Statuo dell'Università degli studi di Urbino Carlo Bo

QUESITO N. 2
La candidata/il candidato illustri i Requisiti di docenza di un corso di studio

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## Work-Life Balance

Maintaining a healthy work-life balance is vital for overall well-being and job satisfaction. Employees should set clear boundaries between work and personal life to prevent burnout. One effective strategy is to establish specific work hours and stick to them, ensuring personal time is respected. Taking regular breaks during the workday can also improve focus and productivity; even a short walk can refresh your mind. Engaging in hobbies outside of work helps reduce stress and provides fulfillment beyond job responsibilities. Companies can support work-life balance by offering flexible schedules or remote work options, allowing employees to manage their time effectively. When employees achieve a good balance between their professional and personal lives, they tend to be happier, healthier, and more productive at work.

QUESITO INFORMATICA
A cosa serve la funzione SE in Excel?

**PROVA 12**

QUESITO N. 1
La candidata/il candidato illustri le finalità e i contenuti del Regolamento didattico di Ateneo

QUESITO N. 2
La candidata/il candidato illustri la programmazione degli insegnamenti e l'attribuzione dei compiti didattici

ACCERTAMENTO LINGUA INGLESE
## Time Management Tips

Managing time effectively is vital for success at work and can greatly improve productivity. One useful technique is the Pomodoro Technique, where you work for 25 minutes and then take a 5-minute break. This method helps maintain focus and reduces fatigue, making it easier to stay on task. Prioritizing tasks by urgency and importance can also enhance your productivity. Start each day by creating a to-do list and identifying which tasks are most critical. Using tools like calendars or task management apps can keep you organized and ensure deadlines are met. Additionally, try to limit distractions, such as turning off notifications on your phone or finding a quiet space to work. Setting specific goals for each work session can help you stay motivated and track your progress. By implementing these time management strategies, you can make the most of your workday and achieve a better balance between your professional responsibilities and personal life.

QUESITO INFORMATICA
A cosa serve "Trova e sostituisci" in Word?

**PROVA 13**

QUESITO N. 1
La candidata/il candidato elenchi gli organi di governo Ateneo e ne indichi le principali competenze

QUESITO N. 2
La candidata/il candidato illustri la prova finale e il conseguimento del titolo di studio

ACCERTAMENTO LINGUA INGLESE
## The Role of Feedback

Feedback plays a significant role in professional development and workplace improvement. Constructive criticism helps employees identify their strengths and weaknesses, allowing them to enhance their skills and performance. It's important to give feedback respectfully, focusing on specific behaviors rather than personal traits. For example, instead of saying, "You did a bad job," you could say, "I think the report could use more detail in the analysis section." This approach is more helpful and encourages growth. Additionally, receiving feedback is just as important as giving it. Employees should be open to suggestions and view them as opportunities for improvement. Encouraging a culture of open feedback can lead to better teamwork, increased motivation, and innovation within the company. When employees feel comfortable sharing their thoughts, it creates a positive environment where everyone can excel

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QUESITO INFORMATICA
A cosa servono i grafici su Excel?

**PROVA 14**

QUESITO N. 1
La candidata/il candidato illustri i principali aspetti dell'autonomia universitaria

QUESITO N. 2
La candidata/il candidato illustri le principali forme di Orientamento in entrata e in uscita

ACCERTAMENTO LINGUA INGLESE
## Effective Email Communication

Email is an important tool for communication in both work and personal life. To write effective emails, follow these simple tips. First, use a clear subject line. This helps the reader understand the email's purpose quickly. For example, instead of "Meeting," write "Meeting on Project update. "Second, start with a polite greeting. Use the person's name to make it more personal. For instance, "Dear Sarah" or "Hi John. "Next, get to the point quickly. Write short paragraphs and use simple language. This makes your message easy to read. If you have several points, use bullet points or numbers. Also, remember to be polite and respectful. Use "please" and "thank you" when asking for something. This creates a positive tone. Finally, always check your email for mistakes before sending it. Spelling and grammar errors can make you look unprofessional. By following these tips, you can improve your email communication and make sure your messages are clear and effective. Happy emailing!

QUESITO INFORMATICA
Quali vantaggi hanno gli strumenti office online?

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F.to Dott. Marco CAPPELLACCI (Componente)
F.to Dott.ssa Lucia BERNACCHIA (Componente)
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