

Tracce prove orali

- Il/la candidato/a illustri la composizione e le principali funzioni di competenza del Consiglio di amministrazione
- Il/la candidato/a descriva la composizione e le competenze della Consulta Ateneo-Territorio
- Il/la candidato/a illustri la composizione e le funzioni del Senato Accademico
- Il/la candidato/a descriva gli organi e le funzioni della scuola di specializzazione
- Il/la candidato/a descriva le funzioni del Rettore e le modalità di elezione
- Il/la candidato/a descriva le funzioni e la nomina del Direttore Generale
- Il/la candidato/a illustri la composizione e le funzioni del nucleo di Valutazione
- Il/la candidato/a illustri le finalità gli organi e le competenze del Dipartimento
- Il/la candidato/a illustri le finalità gli organi e le competenze del Consiglio di Corso
- La Scuola di Medicina: composizione e competenze
- La scuola di specializzazione
- Il/la candidato/a descriva gli organi del corso di Dottorato e le relative funzioni
- I Centri speciali: le caratteristiche e organi
- Il/la candidato/a descriva i compiti del Presidente del Consiglio di Corso
- Il/la candidato/a descriva la composizione e le competenze della Commissione paritetica
- Il Consiglio Generale degli Studenti
- Il nucleo di Valutazione
- Il/la candidato/a descriva i principi di tutele e promozione delle opportunità
- Il Collegio di Disciplina
- Corso di Dottorato: organi e funzioni
- Il/la candidato/a descriva i doveri di comportamento per l'integrità della ricerca
- Il Consiglio di Dipartimento
- Si descrivano le tipologie di "attività formative" definite dai percorsi formativi di ciascun corso di laurea
- Il prorettore vicario
- Il/la candidato/a descriva l'istituzione e le funzioni dei centri di ricerca
- Composizione e competenze del Collegio dei revisori
- I centri di servizi
- Le principali informazioni determinate dagli ordinamenti didattici dei corsi di studio
- Il riconoscimento dei crediti
- Le verifiche di profitto
- Il Direttore di Dipartimento
- Gli studenti impegnati a tempo parziale
- Il Regolamento didattico di corso di studio
- Il Master universitario
- Il/la candidato/a descriva come sono disciplinate le verifiche di profitto

- Il/la candidato/a descriva sinteticamente le principali caratteristiche del regolamento didattico di corso di studio
- Requisiti e tipologie per l'ammissione ai singoli insegnamenti
- I Crediti Formativi Universitari
- I corsi di laurea
- Il/la candidato/a descriva la composizione e le competenze del Collegio di Disciplina
- Il/la candidato/a illustri quali sono i requisiti richiesti per l'accesso ai corsi di laurea e laurea magistrale
- Il/la candidato/a descriva cosa sono e le caratteristiche dei crediti formativi universitari
- Il/la candidato/a illustri descrizione e caratteristiche delle tipologie di attività formative così come previsto dal D.M. 270/04
- Il/la candidato/a illustri cosa si intende per calendario didattico e cosa contiene
- Obblighi di comportamento per il dipendente dell'università
- Il/la candidato/a descriva i principali doveri didattici dei docenti
- Composizione delle Commissioni di laurea, di laurea magistrale e del diploma di specializzazione, nonché le relative modalità di designazione
- Il/la candidato/a descriva le modalità di designazione e la composizione delle Commissioni per gli esami di profitto per i corsi di laurea e di laurea magistrale
- Il/la candidato/a descriva lo studente a tempo parziale.
- Il/la candidato/a descriva la mobilità internazionale
- Il/la candidato/a descriva l'iscrizione a corsi singoli
- Il/la candidato/a definisca cosa si intende per "mutuazione" degli insegnamenti
- Il piano di studio
- I corsi di laurea magistrale a ciclo unico
- Il/la candidato/a descriva i principi di tutela del lavoro
- Orientamento e tutorato
- Le principali disposizioni per i dirigenti previste dal Codice Etico e di Comportamento
- Il/la candidato/a illustri la composizione e le funzioni della Commissione etica
- Il/la candidato/a descriva cosa s'intende per verifica delle conoscenze richieste per l'accesso ad un corso di laurea. Quali sono le possibili conseguenze del mancato superamento di tale verifica
- Il corso di specializzazione
- Quali sono le principali informazioni riportate nel calendario didattico?
- Il/la candidato/a descriva i principi di comportamento del dipendente in servizio
- Il procedimento davanti alla Commissione Etica
- L'istituzione di un corso di studio
- Integrità della ricerca: doveri di comportamento
- Il/la candidato/a descriva la composizione e le competenze del Consiglio generale degli Studenti
- Il/la candidato/a descriva le modalità di designazione e la composizione delle Commissioni di laurea (e di laurea magistrale) e del diploma di specializzazione
- Il comportamento del dipendente nei rapporti con il pubblico

- Il/la candidato/a descriva i principi di tutele e promozione delle opportunità
- Il/la candidato/a illustri la composizione e le funzioni della Commissione etica
- Il/la candidato/a illustri i diritti e i doveri degli studenti
- Il/la candidato/a descriva i principi che regolano la gestione, da parte del dipendente, dei regali i compensi e altre utilità
- Il procedimento davanti alla Commissione Etica
- Il/la candidato/a descriva i doveri dei docenti relativamente all'attività didattica
- Il/la candidato/a descriva i principi per l'uso delle risorse dell'Università
- Il comportamento del dipendente in servizio
- I corsi di laurea magistrale
- La tutela della proprietà intellettuale prevista dal Codice Etico e di Comportamento
- Obblighi di comportamento in caso di regali o compensi
- Composizione e funzioni del comitato etico
- Orientamento e tutorato
- Offerta formativa di Ateneo: le aree disciplinari in cui l'Università degli Studi dell'Insubria offre corsi di studio e le tipologie di titoli di studio in esse ricomprese
- Il comportamento del dipendente nei rapporti con il pubblico

Prova di idoneità lingua inglese

Il/La candidato/a traduca il seguente testo:

1. “Why Insubria? Because we are a young and dynamic university with the right ingredients for your future success: high quality education and facilities, international approach, high level research, engagement with society and industry. Because you are not a number. Because your dreams are important to us. Because we want to help you in designing your future and writing your story.”
2. “Our Vision: Developing knowledge, skills and attitudes today for the job of tomorrow. Our Mission: High quality education and high-quality facilities in a student-friendly environment, combined with high level research performed by international groups to develop innovative technology and solutions”
3. “Our Goals: a) high quality education to develop key competences for entering the national and international job market; b) top level research in national and international groups and in interdisciplinary fields; c) third mission activities to facilitate our engagement with society, industry, schools”
4. “Studying abroad is a unique opportunity of personal enhancement not only from the academic and professional point of view, but also in terms of language learning, intercultural skills, self-reliance and self-awareness. A double degree (DD) diploma gives more chances to find a job in international companies and organizations, as well as in any industry requiring European minded candidates.”
5. “The University of Insubria offers the opportunity to join double-degree programs in partner institutions across Europe to students enrolled in different Master programs. Among others, we have MSc in Global Entrepreneurship Economics and Management, MSc in Biomedical Sciences, and MSc in Physics (partially in Italian).”

6. “All the students enrolled in the first year of the Master courses that have a Double Degree Program may apply for it. Applications will be managed directly by the Departments every year (in January/February). The selected candidates will spend their mobility period at the partner institution following the double degree agreement’s contents.”
7. “A very important requirement for students willing to participate in the selection for the Double Degree Program is the advanced knowledge of the English language and/or the language of the host Country: some host institutions accept mobilities only for candidates duly presenting a language certification.”
8. “Since its foundation, the University of Insubria has always been promoting the continuous development of basic and applied scientific research, in order to provide and guarantee high standard levels of innovation, learning, creativeness and planning thanks to the intense activities of its research groups, structures and services.”
9. “The research activity of the Department of Economics (DiECO) revolves around the economic, business, legal and mathematical-statistical disciplines that characterize the educational offer of the Department itself. In the autonomy of the individual scientific areas, the possibility of interdisciplinary comparisons in various research areas represents an important resource both for research and teaching activities.”
10. “The Department of Science and High Technology (DiSAT) pursues the goal of harmonizing basic research with applied research, basing its mission on a unified vision of scientific and technological research. The Department was created around the idea of combining hard sciences, or STEM (Science, Technology, Engineering, Mathematics) in a single research environment.”
11. “An institutional mission to Mexico by the University of Insubria ended at the end of May, with excellent results, with the aim of initiating new academic relations, signing collaboration and exchange agreements, attracting degree seekers to our degree courses, and meeting with our diplomatic representatives.”
12. “Under the aegis of the motto «Insubria: excellence a step away from home», around sixty Swiss high school students attended the first Open Day organized by Insubria University at the Italian Consulate General in Lugano on 1 March.”
13. “Memories of war and violence occupy a special place in our societies. They inspire moral imperatives aiming to prevent future atrocities and to demonstrate the importance of sustaining peace. However, memories of past conflicts can also incite hate and be used to justify violence.”
14. “Scholarships for excellent international students. International prospective students with outstanding results in their previous studies may apply for this opportunity. The call is published between March and April every year.”
15. “Scholarships to support students and subsidized university canteen. Students with good results and disadvantaged economic situation may apply to this grant. The call is published in July every year.”
16. “Scholarships for athletes enrolled in the University's sports colleges. The call for applications is generally published every year in June. The colleges are: Track and field athletics (middle-distance running); Canoeing; Archery; Nordic disciplines (Nordic skiing - biathlon).”
17. “Summer/Winter School. If you are interested in further developing your skills by taking part in a Summer or Winter School, we give you the possibility of joining one of our programs. The

University of Insubria Summer and Winter Schools offer selective study programs, completely in English, open to motivated students.”

18. “The Ph.D. program is designed to train students for research activity; it lasts at least three academic years, during which the students acquire the necessary skills to perform high-profile research activities; it is an essential first step towards an academic career. The Ph.D. program is accessed through an entrance examination based on qualifications and oral or written tests.”
19. “The “B2 level English” course, held by native speaker, is optional and addressed to all PhD students who intend to attend it. We kindly remind every PhD student that it is mandatory to reach at least an official B2 certificate before finishing the PhD cycle.”
20. “Free movers are international students interested in spending a semester abroad who organize their studies independently, without being a part of any exchange program. These students may apply for classes and exams and /or for practical activities (labs and traineeships).”
21. “Twenty Italian universities are included in the “University Impact Rankings”, a classification drawn up by the international publication Times Higher Education (The) to highlight the contribution made by the world of universities and research to the 17 Sustainable Development Goals, set out in the 2030 Agenda established by United Nations in 2015.”
22. “The 2022/23 Erasmus call for proposal closed on March 28th. 528 students have submitted an application to take part to a mobility experience financed with University’s grants of up to 700 euros. We had a strong increase in mobility applications for Erasmus Traineeship programs and for Double Degree Program.”
23. “University of Insubria is among the top 90 young universities in the world: it is 82nd in The Young University Ranking 2022, which examined 790 universities founded less than 50 years ago, and sixth among Italian universities. In 2022 the scores have improved in almost all areas, especially for the impact of scientific citations.”
24. “The Young University Ranking is one of the international rankings compiled by the British magazine Times Higher Education. The table analyses the performances of 790 universities established less than 50 years ago and is based on the same 13 indicators as The World University Rankings, grouped into five areas with different weights: teaching, research, citations, international openness and technology transfer.”
25. “In order to enroll to any Program or to access the online applications for benefits such as grants, scholarships and accommodation facilities, you first have to register to the online services following the guidelines available on the University’s website.”
26. “In order to enhance the internationalization process, the University of Insubria will be offering up to 20 scholarships to talented prospective international students (UE or non UE) wishing to enroll in a Bachelor or a Master degree program (either taught in Italian or English language) during the academic year 2022-2023.”
27. “A special Examining Committee nominated by the Rector will draw up a list of eligible candidates based on the sum of points awarded through assessment of applicants’ academic record, curriculum vitae, motivation letter and, eventually for the top ranked candidates, an interview.”
28. “The application for the selection procedure may be filled via web using any computer with Internet connection within the deadline. You need to complete the application by completing all required fields and attaching all required files.”

29. "The research project will concern the interdisciplinary dialogue between French literature, history and culture declined in particular on two areas related to the twentieth century and new millennium, the cultural-historical side and the storytelling side."
30. "In compliance with the indications of the Ministry, the Lombardy Region and the Conference of Rectors of the Italian universities regarding the containment of the Coronavirus COVID-19, the University of Insubria also implements the necessary precautionary measures, to protect citizenship."
31. "Erasmus+ is a program created in 1987 by the European Community which -among several new opportunities- gives European University students the possibility to carry out a study/traineeship period (in another country of the European Union) legally recognized by their University."
32. "InsuBRE is the Library's Discovery tool. Use InsuBRE to find books and physical items in the libraries, electronic journals, scholarly articles, databases. Users can log into InsuBRE to access their personal account and check loans and reservations, renew loans and send Interlibrary Services requests."
33. "Off-campus access to electronic resources allows all authorized users to access the electronic resources from a device (PC, smartphone, tablet) not connected to the internal network of Insubria University. This service is reserved to all institutional users (students, professors, researchers and staff) that have obtained an e-mail account from University of Insubria."
34. "The Researchers' Night (Meet Me Tonight) is a European initiative held on the last Friday of September in over 300 European cities to make research and researchers known to the general public in a fun and engaging way. Our University has participated in the event since 2013 with the offices of Como, Varese and Busto Arsizio."
35. "Since 2001 the University of Insubria offers its own Concert Season as part of the cultural offer addressed to the City and the Region. Admission is free and this appointment has seen a succession of events of great value in recent years, thanks to both the quality of the performers and of the repertoire performed."
36. "Italy is a budget-friendly study destination in Europe. While the cost of accommodation and living can be high in large cities like Rome or Milan, smaller cities are much cheaper. Larger universities usually offer support in finding accommodation; with luck you might get a place in a cheap student home."
37. "The field of Political and Social Sciences includes historical research lines that investigate political symbolism, with particular focus on the period of the French Revolution and the Jacobin period, in addition to research that investigates ideas and legal political institutions of the late Middle Ages."
38. "The International and Language-oriented Stream prepares students to respond to issues arising from globalization and cultural pluralism, while allowing them to attend part of the course of studies in France, at Université de Nantes, to receive a Double Degree awarded by University of Insubria/Université de Nantes."
39. "In the economic-legal area, particular importance is given to issues concerning the legal protection of environment, the enhancement of the territory and the implementation of qualitative and quantitative tools for the evaluation of current economic policies, particularly in times of crisis."

40. "One of the important factors when considering a master's degree is the cost of study. Luckily, there are many options available to help students fund their master's programme. Download your copy of the Scholarship Guide to find out which scholarships from around the world could be available to you, and how to apply for them."
41. "The training offer consists of several courses of Degree, Master's Degree, Doctoral Studies and Graduate Schools and covers several disciplines from humanities to the science, passing through medicine, economy and tourism. A special attention is dedicated to international exchange program: many bilateral agreements for Erasmus Student&Staff Mobility are well established as well as double degree programmes with foreign universities."
42. "Job opportunities for graduates in Biomedical Sciences are available in the fields of scientific communication, in the medical management of pharmaceutical and biotechnology companies, and in laboratories performing clinical, genetic, and quality control analyses."
43. "University of Insubria was founded in 1998, spinning off from the long-standing tradition of the University of Milano and the University of Pavia. It's a young and dynamic institution offering high quality education and facilities, international approach and high-level research."
44. "The capabilities of a mathematics graduate are sought for by R&D companies, but also by management, finance, banking and insurance firms looking for individuals capable of framing problems theoretically and analyzing large amounts of data."
45. "The COMET conference aims to bring together scholars from different disciplinary backgrounds involving various healthcare specialties and the human and social sciences. A special emphasis is on the dissemination of ongoing research in language and communication studies in relation to healthcare education, patient participation and professional ethics."
46. "Within the Conference program oral presentations are scheduled in live sessions of 90 minutes, with 30 minutes (20 minutes for presentation + 10 minutes for discussion) allocated to each individual presentation. Presenters are encouraged to use audio-visual support elements, such as PowerPoint, to accompany their talks."
47. "Authors are urged to attend to the following criteria which will form the basis for peer review: originality of the topic and its relevance to the conference, background contextualisation of the study, theoretical/methodological appropriateness, and clarity of claims and relevance."

Prova di idoneità informatica

1. Qual è la differenza tra Hardware e Software?
2. Qual è la differenza tra input e output? Fare un esempio di periferiche di input e di output.
3. Che cos'è una rete LAN?
4. Che cos'è un sistema operativo?
5. È possibile ripristinare un file che errore è stato spostato nel cestino? Descrivere i passaggi
6. In cosa consiste il backup?
7. Che cos'è un browser?
8. Cosa si intende per stampante multifunzione?
9. A cosa serve il programma Excel e che tipo di programma è?
10. A cosa serve il programma Word e che tipo di programma è?
11. Che differenza c'è tra file e cartella?
12. Cosa si intende con il termine cloud?
13. Che cos'è l'hard disk?

14. Cosa significa WI-FI?

15. Quali sono le combinazioni rapide da tastiera per i comandi Copia Incolla Taglia?

16. Cosa rappresenta l'icona a lucchetto accanto ad un indirizzo internet del browser?

17. Che cos'è un motore di ricerca? fare qualche esempio
18. Che cos'è un Database?
19. Che cos'è l'estensione di un file?
20. Cos'è quella che viene definita comunemente penna usb?
21. Che cos'è un font?
22. Che cos'è la pec?
23. Nella posta elettronica cosa è lo Spam?
24. Nell'invio di una mail cosa significa il campo "ccn"? A cosa serve?
25. In informatica che cos'è il "PHISHING"
26. Che cos'è la firma digitale?
27. A cosa serve Power Point?
28. Cosa significa comprimere un file?
29. Che cosa significa "zippare" un file?
30. Cosa è opportuno fare quando si riceve una mail da un utente non conosciuto con un allegato?
31. Cos'è una tabella Pivot?
32. È possibile modificare le dimensioni di una cella excel? Se sì come?
33. In quale programma si utilizza il simbolo " Σ " e qual è la sua funzione?
34. Quali sono le combinazioni rapide da tastiera per i comandi Seleziona Tutto, Indietro e Trova?
35. Cosa significa formattare un testo di word?
36. Descrivere la funzione "Revisione" di Word.
37. A cosa serve la combinazione dei tasti Ctrl+Alt+Canc ?
38. È possibile convertire un file da formato .doc al formato pdf? Se sì, come?
39. Il software Excel permette di impostare l'intestazione di ciascun foglio stampato?
40. Con quale software si può eseguire il comando Stampa Unione e in cosa consiste?
41. Nel programma Excel, cosa si intende per "funzione"? Fare un esempio.
42. In quale programma si usa il comando "Controllo ortografico" e come funziona?
43. Come è strutturato un foglio di calcolo Excel?
44. È possibile modificare l'allineamento del testo di un documento in Word? Se sì, come?
45. Quali passaggi servono per salvare un documento word su una chiavetta USB?
46. È possibile numerare le pagine di un documento word? Se sì, indicare i comandi.
47. A cosa servono e come si utilizzano i "filtri" in un foglio di lavoro in Excel?