

CIVILE - PROCEDURA CIVILE – LEGISLAZIONE

1. Un soggetto privato può usucapire un bene dell'Università? Eventualmente con quali modalità?
2. Un dipartimento può accettare una donazione da parte di un soggetto pubblico o privato? Può a sua volta donare?
3. E' possibile costituire una servitù sui terreni delle Università?
4. E' possibile per l'Ateneo dare in comodato gratuito un proprio bene? A quali condizioni potrebbe farlo?
5. L'astreinte nel processo civile
6. L'Università può succedere mortis causa?
7. Le Università in quanto pubbliche amministrazioni possono stipulare accordi transattivi?
8. La cessione del credito effettuata nei confronti dell'Università
9. La prescrizione e la decadenza
10. La rappresentanza

PENALE

1. L'abuso d'ufficio
2. L'omissione di atti d'ufficio
3. Il peculato
4. I reati informatici
5. La corruzione

6. La falsità in atti
7. Ingiuria e diffamazione
8. Rivelazione di segreto d'ufficio
9. Corruzione in atti giudiziari
10. L'appropriazione indebita

DIRITTO AMMINISTRATIVO – PROCESSUALE AMMINISTRATIVO

1. L'accesso documentale, civico e generalizzato.
2. Il comportamento inerte della Pubblica amministrazione, l'indennizzo e l'attivazione del potere sostitutivo
3. Le categorie dei beni pubblici, con particolare riferimento ai beni delle Università
4. Il potere di autotutela della Pubblica Amministrazione
5. La conferenza dei servizi
6. Il sistema dei controlli
7. La responsabilità del pubblico dipendente
8. Gli accordi pubblici
9. Il responsabile del procedimento
10. In quali casi è esperibile il ricorso straordinario dinanzi al Capo dello Stato?

INGLESE

- 1) Intensive Italian language courses for international students are offered in September and October each year by the Interdepartmental Language Centre (CLI). Regular Italian courses are also offered during the year for different proficiency levels. Students are required to take an Entry Test (even absolute beginners) to establish their knowledge level when they start.
- 2) The University of Pisa is a public institution boasting twenty departments, with high level research centres in the sectors of agriculture, astrophysics, computer science, engineering, medicine and veterinary medicine. Furthermore the University has close relations with the Pisan Institutes of the National Board of Research, with many cultural institutions of national and international importance, and with industry, especially that of information technology, which went through a phase of rapid expansion in Pisa during the nineteen sixties and seventies.
- 3) After the second world war the University of Pisa returned to the avant-garde in many fields of knowledge. To the faculties of Engineering and Pharmacy, established pre-war, were added Economics, Foreign Languages and Literature and Politics. In 1967 the 'Scuola Superiore di Studi Universitari e Perfezionamento S. Anna' was founded which, together with 'La Scuola Normale', formed a highly prestigious learning and teaching centre.
- 4) The Department of Biology has good infrastructure and instrumentation to ensure laboratory and field advanced research. The units of the Department of Biology consist of high profile scientific researchers who have developed national and international partnerships with leading research laboratories in their disciplines and who are able to attract funding from public and private organizations both nationally and internationally.
- 5) The academic calendar is divided into two semesters: the first lasts from the end of September to February and the second from the end of February to July. Lessons usually start at the end of September and they finish halfway through December. They restart at the end of February and finish at the end of May. The exams from the first semester are held during the months of January and February and those in the second semester are in the months of June and July.
- 6) The University Sports Centre in Pisa (CUS) is part of the CONI (Italian Olympic Committee) and it offers the possibility to practice sports such as tennis, volleyball, basketball, rugby and field hockey, etc.. as well as a large number of fitness courses including aerobics, gymnastics, yoga and pilates. The membership card and the use of equipment is free, but participating in activities under the guide of an instructor costs around €55-60 every trimester.

- 7) The University of Pisa has been progressively working towards the removal of any obstacles that prevent special needs students from fully experiencing university life. For this reason, the USID (Service unit for the Integration of Students of Special Needs) offers a variety of services including assistance with exams, academic tutoring, transport or assistance for those with mobility problems and assistive technology.

- 8) Tuscany is the birthplace of the Italian language. Nowadays Italian indeed descends from the Tuscan dialect and the Florentine literature of the fourteenth century. At the University, the use of English and the other main European languages is quite widespread, but for living in Pisa and interacting with the locals, knowing at least some basic Italian is essential.

- 9) Cultural life in Pisa revolves around many museums, associations, cinemas and theatres, often at discounted rates for students. There are also many events which liven up the city, from festivals to historical events and folklore (among them the Luminara and the Gioco del Ponte), especially during the "Giugno Pisano". In the evening the historic centre becomes the place for nightlife and is always full of students.

- 10) Upon your arrival in Italy you will discover that in order to organise and manage your new daily life, you will first have to deal with certain bureaucratic issues. Some of these issues concern the documents which are necessary in order to live and travel within Italy. If you're a citizen of a country which is neither part of the European Union or of the European Economic Area, obtaining these documents will be a longer and more complex process.

INFORMATICA

1. Illustrare come spedire un messaggio con allegati
2. Il candidato spieghi come può prevenire la perdita accidentale di un documento su cui sta lavorando.
3. Il candidato illustri i principali usi di Excel
4. Il candidato illustri che cos'è la cronologia all'interno delle opzioni in Internet?
5. Il candidato illustri le funzioni presenti nel menu a tendina "modifica" all'interno del programma word
6. Il candidato illustri le operazioni che eseguirebbe dovendo copiare un documento in word.
7. Il candidato spieghi come agirebbe nel caso che avesse scritto in un documento di 100 pagine 50 volte la parola "sitemare" invece di "sistemare" e considerando che il documento deve essere immediatamente consegnato, facendo riferimento a Office.
8. Il candidato spieghi cosa sono, come si inseriscono e si gestiscono in un documento le tabelle di word.
9. Il candidato spieghi l'uso delle voci che si trovano sotto "File" del menu di Word Office.
10. Che cosa è un motore di ricerca?