

Concorso pubblico per esami, indetto con D.D.G. n. 129 – 2023 del 21.02.2023, pubblicato sulla G.U. n. 18 del 7.03.2023, per n. 5 posti di Categoria C, posizione economica C1, Area amministrativa, con rapporto di lavoro subordinato a tempo pieno e indeterminato, per i servizi di internazionalizzazione dell'Università degli Studi dell'Aquila.

## **TRACCE DELLA PROVA ORALE**

### **Prova orale n. 1**

#### **1. Leggi, traduci e rispondi in inglese al quesito**

Universitaly is the portal created by the Ministry of University and Research in order to guide students in their educational and training career.

Universitaly is addressed to university students, but also to high school students who need to choose a university, to high schools interested in monitoring their didactics, and finally to universities who want to propose in a clear and functional way the courses or programmes they offer.

If you need a Study Visa, then you have to submit a pre-enrolment application on-line through the UNIVERSITALY portal.

Once your pre-enrolment application has been approved by UNIVAQ, you will receive a confirmation e-mail. Additionally, an admission letter will be issued and enclosed to your pre-enrolment application on Universitaly. After that, you will have to get in contact with the Italian Diplomatic-consular mission for the visa request process. Please note that the university confirmation email and admission letter do not automatically imply that a study visa will be issued to you, as the Diplomatic-consular mission is the sole responsible for the final decision on this matter.

#### **Who has to pre-enrol on Universitaly?**

#### **2. Il Senato Accademico**

#### **3. Da cosa è univocamente individuata ogni cella presente in un foglio del Microsoft Excel?**

## Prova orale n. 2

### 1. Leggi, traduci e rispondi in inglese al quesito

An entry visa is the authorization which allows you to enter Italy. After arrival, the Residence Permit will allow you to stay.

According to Italian Law (D. Lgs. 286/98) non E.U. citizens, planning to stay in Italy longer than 3 months, must apply for a Residence permit within 8 working days after arrival.

If you have a Type 'D' visa you must apply for the Residence Permit.

Please be aware that two factors determine whether you need a visa:

- Your citizenship
- How long you intend to stay in Italy

People who do not have an EU-citizenship need an entry visa for Italy.

However, those intending to stay less than 90 days may be exempt if their citizenship is from a country which does not have to request a visa for short-term stays.

Please note that the 90 days exemption is not admitted in Italy for persons carrying out a paid activity during their stay in Italy or for a stay regarding health reasons.

If you wish to stay in Italy for a period exceeding 90 days, you are subject to a visa requirement even if you are a citizen of a country exempt from any visa requirement for transit or short stay.

### Where can I apply for a study visa?

### 2. Il Consiglio di Amministrazione

### 3. In una e-mail che differenza c'è tra cc e ccn?

### Prova orale n. 3

#### 1. Leggi, traduci e rispondi in inglese al quesito

Pursuant to Italian Ministry of University and Research provisions, candidates coming from non-EU countries and wishing to enrol in bachelor's/master's/integrated master's degrees taught in Italian must prove knowledge of the Italian language.

A certificate of level B2 or higher issued as part of the CLIQ quality system is required. If this certificate has not been obtained, the candidate must successfully undertake an Italian language test, which is held every year at UNIVAQ: candidates who fail the test will not be allowed to enrol.

If the selected degree programme is entirely taught in English, non-EU candidates are exempted from taking the Italian language test.

Detailed information on exemptions from the Italian language test may be found in Ministerial provisions.

UNIVAQ joined for the 2023/2024 a.y. the Italian language examination offered online by CISIA: TEST-ITALIANO-L2 held as @CASA. Applicants may take part in the online examination only by using their personal computer, and via Internet from home or from any other place they choose.

**Please, talk about the various levels of language proficiency of users of a language.**

#### 2. I Dipartimenti

#### 3. Con l'espressione "drag and drop" a cosa si fa riferimento?

## Prova orale n. 4

### 1. Leggi, traduci e rispondi in inglese al quesito

According to the law dated 11th July 2002 regulating the recognition of studies carried out within EU member states, established by the Lisbon Convention on 11th April 1997, Universities are now able to recognize studies carried out and qualification obtained abroad in EU countries, in order to give students who have studied abroad access to Italian higher education, allowing them to obtain an Italian degree. Universities carry out this duty in accordance with their individual regulations, except in cases where bilateral agreements have been made.

EU students who have carried out studies in other member states can apply for recognition and accreditation of their studies abroad to further their education in Italy or obtain an Italian degree.

To carry out this procedure our Student Registry office must receive a translated copy of the qualification obtained including an official declaration of value drawn up by Italian Consular authorities operating in the EU country in which the applicant carried out studies; the declaration must give details as to the study plans followed and the results obtained by the applicant.

Applicants are also required to fill in the form available online and provide a receipt of payment slip for the sum of €50.00.

A degree course Committee will examine the application and refer back to the Student Registry office which will call in the applicant to provide results, or ask for further information, and give necessary indications to proceed with enrolment.

### EU students: Which documents are needed for enrolment?

### 2. Quali e quanti sono i tipi di corsi di laurea?

### 3. A cosa serve un foglio di calcolo?

## Prova orale n. 5

### 1. Leggi, traduci e rispondi in inglese al quesito

You are considered as an international student if, no matter your citizenship, you gained your previous qualification (e.g. Bachelor's degree granting access to our postgraduate courses) outside Italy.

Whatever course you are considering pursuing, you will have to go through a pre-selection process to make sure you meet our academic entry requirements. We thus invite you to check the specific academic requisites on our course catalogue and contact us through Help Point (selecting International Relations Office) should you need support on this matter. In addition, consider that a few of our courses might also require you to take an official admission test as part of the pre-selection process.

Depending on the programme you choose, you might also have to provide evidence of your English proficiency (required for our international degree courses). For all the other courses, you need to meet the minimum Italian language requirements.

The enrolment process involves two main phases, one online and one in person:

Registration, enrolment and fee payment (first instalment: 156 EUR) through our online Student Information System "Segreteria Virtuale"

Visiting the Student Registry office and submitting your translated and legalized qualifications, including CIMEA statements of comparability, Declaration of Value or Diploma Supplement, depending on the case:

ENROLING IN AN UNDERGRADUATE COURSE:

- "Declaration of Value" (DoV) issued by local Diplomatic-consular missions.

ENROLING IN A POSTGRADUATE COURSE:

- Either "CIMEA Statements of comparability"
- or "Declaration of Value" (DoV) issued by local Diplomatic-consular missions
- or Diploma Supplement.

**Please, talk about "CIMEA Statements of comparability", "Declaration of Value" (DoV) or Diploma Supplement.**

### 2. Il Rettore

### 3. Quale software (del pacchetto Office) permette di fare una presentazione animata?

## Prova orale n. 6

### 1. Leggi, traduci e rispondi in inglese al quesito

CIMEA – Information Centre on Academic Mobility and Equivalence has performed since 1984 its specific activity of information and advising on the procedures of qualifications recognition and on themes linked to Italian and international higher education and training.

The principal objective of CIMEA is to further academic mobility in all aspects, facilitating the understanding of the elements of the Italian system and of foreign education and training systems and sponsor the principles of the Lisbon Recognition Convention on qualifications recognition.

CIMEA owns an international document centre and specialised databases on foreign higher education systems, on the types of qualifications of every country and on the national legislation in terms of higher education. It supplies on average, via email, and free of charge, replies to around 20,000 enquiries on the theme of qualification recognition and evaluation every year, to Italian and foreign universities, university students, lecturers and researchers, international organizations, ministries, research institutes and Italian and foreign public bodies, institutions, companies and associations, Italian and European citizens, and citizens from all continents.

**Please, talk about CIMEA information and services.**

### 2. Il Direttore Generale

### 3. Che cos'è un browser? Ci elenchi i più noti

## Prova orale n. 7

### 1. Leggi, traduci e rispondi in inglese al quesito

The study plan is the complete set of exams that you need to sit in order to graduate. Each degree programme envisages a certain number of learning activities (course units, laboratories, other activities): some are compulsory, others are elective. The sum of the compulsory and elective activities represents your study plan.

When compiling your study plan, you can choose some exams from a predetermined list (optional) and others with complete freedom (free choice) in order to achieve the credits required for graduation.

You may also, in accordance with regulations established by individual Departments, present an alternative individual study plan between 1st August – 31st October (and between 15th January - 15th February only for courses offered in the II semester), after enrolment has been renewed. If the deadline of 31st October is not met, you can present an individual study plan until 20th December but you will have to pay a €52.00 fee.

Requests, written on paper for legal purposes, together with a form available at the Student Registry Office will be examined by a degree course Committee. The decisions made by the Committees will be posted at the Student Registry office.

Students following an official degree course study programme may enrol in up to two subject courses taught within other degree course programmes, this option is not given to students who have exceeded academic terms.

In terms of study programmes UNIVAQ offers:

- Joint degrees or double/multiple degrees
- Degree courses in English

**Please, talk about Joint Degrees and Degree courses in English.**

### 2. La Mobilità internazionale

### 3. A cosa serve il menù "Blocca riquadri" delle righe e colonne in Microsoft Excel?

## Prova orale n. 8

### 1. Leggi, traduci e rispondi in inglese al quesito

#### INTERNATIONAL PARTNERSHIPS

The University of L'Aquila is constantly working to develop its international dimension, establishing and developing networks and partnerships that guarantee the opportunity of cooperation with regard to education, research and relations with industry.

#### INTERNATIONAL DEGREE COURSES

One of the main objectives of the University of L'Aquila is the internationalization of teaching pursued through student and teacher mobility, international degree courses offered in collaboration with foreign universities, together with entire degree courses offered in English.

#### INTERNATIONAL STUDENT MOBILITY:

- Erasmus+ Programme KA1  
EU funded mobility programme allowing you to spend between two and twelve months at a European or non European university.
- Joint degrees or double/multiple degrees  
Offered in English and/or Italian, these courses, in accordance with agreements stipulated, provide integrated curricula and student mobility strategies allowing for the reciprocal recognition of the credits earned within the course. Graduates obtain a double or multiple degree (from the two or more universities taking part in the agreement in which the student has earned required credits) or a joint degree (a single degree issued by the universities who have officially agreed upon and established a joint international degree course).
- International agreements  
Between the University of L'Aquila and EU or non-EU countries' universities, they are another means of internationalizing and promoting teaching and research on an international level.

**Please, talk about the ERASMUS programme.**

### 2. Corsi di laurea internazionali

### 3. Come si attribuisce un nome ad un foglio di lavoro di Microsoft Excel?

## Prova orale n. 9

### 1. Leggi, traduci e rispondi in inglese al quesito

#### ART. 3 – Admission requirements

Application is open exclusively to candidates who:

1. are residing in Kenya, Niger, Nigeria, South Africa, Uganda, Zambia e Zimbabwe and have been recognized the refugee status/International Protection by UNHCR or national relevant authority;
2. hold a qualification valid for admission to the chosen Second Cycle Degree Programme, issued by a higher education institution;
3. have obtained their qualification not before 2018 and no later than 19<sup>th</sup> May 2023;
4. have a Grade Point Average (GPA) of at least 3.0 (or equivalent) according to the Kenya, Niger, Nigeria, South Africa, Uganda, Zambia e Zimbabwe tertiary education grading system;
5. meet the pertinent admission requirements of the Second cycle degree programme of interest, or will meet such requirements at the time of registration. For more information about admission requirements see specific links at Art. 10;
6. have never been enrolled before in a degree Programme at any of the Partner Universities of the UNICORE Programme.
7. English language Proficiency (minimum level B1)

#### ART. 4 – Selection criteria and application documents

##### Art 4.1 Selection criteria and evaluation committee

The student is selected on the basis of merit requirements.

For the University of L'Aquila, the evaluation will be carried out by a Committee of Experts composed by the Vice-Rector and delegate for sustainable development, a Professor of the teaching staff in charge of the project, a member of the International Relations office, the Professor in charge of the Master Programmes concerned – or her/his delegates – and any other teaching staff the Professors will consider appropriate.

### Please talk about UNICORE - University Corridors for Refugees

### 2. Le modalità di accesso al pubblico impiego

### 3. Che cos'è una cartella di lavoro Excel

## Prova orale n. 10

### 1. Leggi, traduci e rispondi in inglese al quesito

In Italy, you can find 4 types of universities:

- State-run public universities;
- Legally recognized non-state, private universities, which release qualifications that have the same value as those obtained from state universities;
- Legally recognized non-state distance learning universities, which award qualifications that have the same value as those obtained from state universities, and deliver courses through e-learning, while exams and thesis defences take place in person;
- Specialized superior graduate schools or institutes, specialized institutions in research activities, mainly offer high-level integrative teaching to university courses and/or third-cycle courses or postgraduate education.

Before moving forward, you need to know what CFUs (Crediti Formativi Universitari) are, as they represent the unit of measurement and evaluation of the workload required for every single course you choose.

CFUs, or University Credits, are the Italian equivalent of ECTS (European Credit Transfer and Accumulation System), which are European University Credits: 1 CFU corresponds to 1 ECTS.

CFUs measure the workload required of students, divided into lessons, exercises, laboratories, internships, and other recognized activities. One credit corresponds to 25 hours of overall effort; conventionally, 60 credits are obtained in one year. Knowledge and certified professional skills (such as those of a foreign language) can also be recognized as credits.

The Italian university system is structured into three cycles.

**Please, talk about the three cycles of the Italian University system.**

### 2. Il Direttore di Dipartimento

### 3. In un documento Word dove può essere inserito il logo aziendale in modo che diventi un elemento standard dello stesso (ripetuto in tutte le pagine)?

## Prova orale n. 11

### 1. Leggi, traduci e rispondi in inglese al quesito

Bachelor's and Master's level degree courses 2023/2024 AY

Three-year undergraduate academic degree courses (Bachelor's level or First cycle degree) strive to provide students with an understanding of the methods and general scientific content of the subjects studied. A degree is awarded upon completion of 180 credits (ECTS) including a final examination. Graduates may then continue for two more years to obtain a Master's level (Second cycle) degree. Master's level degree courses provide advanced academic study programmes designed to prepare students for high qualified positions in specific sectors. The student is required to earn 120 credits (ECTS) during the two-year period and present an original thesis under the guidance of a course professor.

There are also single-cycle Master's level degree programmes (not divided into first-level Bachelor's followed by two years of Master's level study) which are regulated by EU guidelines and require the student to follow a 5/6 year Master's level academic programme. In this case a student earns 300 credits in five years or 360 credits in 6 years and presents a final thesis upon completion of ECTS requirements.

Some of our degree courses are international courses which offer:

- Courses held in English and/or Italian and include study periods abroad. Graduates obtain a double/multiple or joint degree.
- Courses held entirely in English. Graduates obtain a degree from the University of L'Aquila or in conjunction with other Italian universities in the case of national agreements with other institutions.

**Please, talk about ECTS**

### 2. Il Consiglio degli Studenti

### 3. Un file Word e un file Excel entrambi denominati "prova" possono essere salvati nella medesima cartella? Perché?

## Prova orale n. 12

### 1. Leggi, traduci e rispondi in inglese al quesito

The university international strategy concerns three main components:

1) Internationalization of education at home by:

- helping students of all cycles to develop an international vision of education and capacities for living and working in a multicultural context (development of intercultural understanding through international degrees, and language competencies enhancement)
- increasing attractiveness of EU and non-EU students (courses offered in English, implementation of projects within TEMPUS and EM)
- increasing the number of "visiting professors" in the framework of taught modules (identification of multiple sources of funding)

2) Internationalization of education abroad by:

- organizing multiple/joint curricula and international short courses and placements (LLP-IP, summer courses, stage)
- optimizing the Erasmus bilateral agreements for a better structured mobility (identification of partner institutions and modules that best fit the curriculum design)
- enhancing and increasing the bilateral agreements with non-EU institutions as result of the international cooperation projects successfully implemented

3) Internationalization of research by:

- internationalization of 3rd cycle (increase of programmes in co-tutelle)
- preparation of projects within international, EU and national cooperation programmes for education and research (FP7, National research Programme, bilateral research cooperation, etc.)

**Please, talk about the international student mobility**

### 2. Servizi agli studenti offerti da un Ateneo

### 3. In Word cosa si intende per font?

## Prova orale n. 13

### 1. Leggi, traduci e rispondi in inglese al quesito

Founded in 1982, the XX Centre provides services as established by Art. 41 of the University's Statute which denotes its institutional functions. The Language Centre is managed by a Director together with a Teaching Committee and Governing Board. The Language Centre aims at providing services and support for foreign language teaching and learning at the University of L'Aquila, its current staff consists of French, English, German, Italian and Spanish language teachers.

Services provided by the Language Centre within the University of L'Aquila:

- Foreign language assessment for students
- Modern language courses for students
- Foreign language courses for Erasmus+ outgoing students
- Italian language courses for Erasmus+ incoming students
- Assessment of foreign language competence for candidates participating in international mobility programmes
- Foreign language films
- Tandem language programmes
- Consulting and translation services

Services provided for external structures:

- Modern language courses (Italian, English, French, Spanish, German)
- Foreign language testing and certificates (Italian, English, French, Spanish, German)
- Consulting and translation service

**Are Italian language and culture courses available at the University of L'Aquila for foreign students?**

### 2. Quali sono i titoli accademici che l'Università rilascia?

### 3. A cosa serve outlook?

## Prova orale n. 14

### 1. Leggi, traduci e rispondi in inglese al quesito

The University of L'Aquila is dedicated to integrating disabled students into every part of university life. Social aspects, living with other students and group gatherings are all, in fact, unique moments making up the cultural and emotional background gained by a university student.

In this perspective university policies strive to eliminate barriers – not only architectural ones but also those hindering socialization and learning – in order to offer equal study opportunities.

To this end an University committee for disabilities made up of professors, technical-administrative staff and student representatives was established to offer assistance to our disabled students and to discuss strategies and issues to be addressed and taken before the university governing bodies. The committee guarantees specialized tutoring services for students with disabilities and also provides materials and adequate support.

Students with various disabilities may apply for support: motor disabilities; sensory visual disabilities; hearing disabilities; language disorders; chronic illnesses such as cardiac disease, asthma.

Every student who applies for support will be assessed individually.

In order to ensure that disabled students can fully take part in all aspects of university life, a number of benefits are provided for them upon request.

**Does UNIVAQ provide any facilities for special needs students?**

**2. Che cosa sono i crediti formativi universitari?**

**3. In Word quale sequenza di comandi si deve usare per centrare un testo**

## Prova orale n. 15

### 1. Leggi, traduci e rispondi in inglese al quesito

Scholarships and benefits are granted in Italy with the aim of supporting the education of young people, enhancing their cultural development, promoting individual progress, and ensuring that every student has the opportunity to pursue his studies. These benefits are available to those who do not have the financial means to support their educational path, as well as for particularly deserving students.

This principle is firmly rooted in our legal system and is set out in Article 34 of our Constitution: "The capable and deserving, even if without means, have the right to reach the highest levels of study."".

Scholarships and benefits are provided by both regions and higher education institutions, that issue calls for applications every year, to which all eligible students can participate in.

It is important to have the ISEE (Equivalent Economic Situation Indicator) and the ISPE (Equivalent Patrimonial Situation Indicator) of your family unit. If you are a foreign student, you will need the ISEE PARIFICATO, that means certified and recognised. To obtain it, turn to a CAAF (Authorized Fiscal Assistance Centre) and request the ISEE Certification for Facilitated Benefits for the Right to University Study.

In Italy, it is possible to benefit from the No Tax Area, or University Bonus, which allows the applicant to have a reduction or exemption from university fees, for students from families with a low ISEE.

The measure can be applied to all universities and to the Institutes of Education for Fine Arts, Music and Dance (AFAM). To find out about the requirements, contact the student office of your reference institution or a CAF.

**Please, talk about ADSU (Azienda per il Diritto agli Studi Universitari)**

### 2. Quali sono gli organi di governo di un Ateneo?

### 3. A cosa servono le funzioni in Excel? Fai qualche esempio

## Prova orale n. 16

### 1. Leggi, traduci e rispondi in inglese al quesito

Career counselling aims at linking university studies to the job market, thus helping students gain an awareness of the professional profiles and qualifications required within a job sector and at the same time helping them to identify their potentials and skills so that they can make optimal choices for their professional careers.

At the University of L'Aquila graduates can receive career advice and assistance from our Career Guidance and Job Placement office which offers the opportunity to enter the AlmaLaurea database allowing users to avail themselves of useful information and services.

What does the Career Guidance and Job Placement office do?

- It offers graduates, and students who are about to graduate, assistance in finding their place within the job market

What services does it offer?

- Assistance in preparing an appropriate CV or résumé to be made available online
- Information on job openings
- Individual meetings and counselling (by appointment)
- Providing firms and enterprises names of graduates and their qualifications
- Recruiting candidates for firms and enterprises looking for expertise
- Monitoring employment results
- Promoting and managing training programmes together with extra-curricular programmes for graduates and students about to graduate (FlxO Programme)

**What Carrer Guidance is?**

### 2. Ruolo e funzioni dell'Ente Regionale per il diritto allo studio

### 3. Quali comandi si devono usare in word per spostare una parte di testo

## Prova orale n. 17

### 1. Leggi, traduci e rispondi in inglese al quesito

#### Training

As integrated part of the degree courses offered, the training sessions are held in firms or institutions to complete or integrate academic programmes. Another training opportunity offers graduates (having completed studies no more than 12 months earlier) and students the chance to enter the job market for temporary periods thus allowing them to make future career choices with a better understanding of the sector.

#### Internship

- What it is:  
A period of training and specialization carried out within a firm or institution concentrating on a specific aspect of the activity carried out within a sector.
- Advantages offered:  
For students this represents a chance to put the knowledge acquired during their studies to use in a direct and practical way, but also a chance to learn about the professional, technological and organizational aspects of employment. For a firm, internships offer access to new resources, updated scientific competence, creativity, and the opportunity to meet potential future collaborators.

**Please, make an example of Training or Internship**

### 2. Quali possono essere i corsi post lauream?

### 3. A cosa serve Power Point?

Letto, approvato e sottoscritto.

#### **LA COMMISSIONE GIUDICATRICE**

Dott.ssa Silvia Mozzoni \_\_\_\_\_ (Presidente)

Dott.ssa Emmanuelle Girardin \_\_\_\_\_ (Componente)

Dott.ssa Gina Olsen \_\_\_\_\_ (Componente)

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