TRACCE PROVA ORALE

1	Le sanzioni disciplinari irrogabili al dipendente pubblico
	I crediti formativi universitari
	Come si effettua lo Screenshot?
	At the core of external quality assurance is the wide range of expertise provided by peer experts, who contribute to the work of the agency through input from various perspectives, including those of institutions, academics, students and employers/professional practitioners.
2	La figura del Tecnologo a tempo determinato
	Le classi dei corsi di studio
	Esempi di database
	Higher education, research and innovation play a crucial role in supporting social cohesion, economic growth and global competitiveness. Given the desire for European societies to become increasingly knowledge-based, higher education is an essential component of socio-economic and cultural development.
3	Il reclutamento dei professori universitari
	Le caratteristiche dei tutor per i corsi a distanza
	In Windows le cartelle possono includere altre cartelle?
	Institutions should have a policy for quality assurance that is made public and forms part of their strategic management. Internal stakeholders should develop and implement this policy through appropriate structures and processes, while involving external stakeholders.
4	Conseguimento e durata dei titoli di studio
	Il dovere di esclusività del pubblico dipendente
	Differenza tra motore di ricerca e directory
	Institutions participate in cyclical external quality assurance that takes account, where relevant, of the requirements of the legislative framework in which they operate. Therefore, depending on the framework, this external quality assurance may take different forms and focus at different organisational levels.
5	I compiti del Comitato europeo per la protezione dei dati
	Il Rettore
	Cosa indica l'URL?
	Full reports by the experts should be published, clear and accessible to the academic community, external partners and other interested individuals. If the agency takes any formal decision based on the reports, the decision should be published together with the report.
6	I codici di condotta
	Il Senato Accademico
	Con che programma di Windows è possibile aprire il file "concorso.xls"?
	The focus of the ESG is on quality assurance related to learning and teaching in higher education, including the learning environment and relevant links to research and innovation. In addition institutions have policies and processes to ensure and improve the quality of their other activities, such as research and governance.
7	I Dipartimenti
	Il ruolo e le funzioni del Nucleo di Valutazione di Ateneo nell'ambito dell'autovalutazione, valutazione, accreditamento iniziale e periodico delle sedi e dei corsi di studio
	Differenza, in MS Word, tra il comando "copia" e il comando "taglia"
	Support activities and facilities may be organised in a variety of ways depending on the institutional context. However, the internal quality assurance ensures that all resources are fit for purpose, accessible,

	and that students are informed about the services available to them.
8	L'abilitazione scientifica nazionale
	Differenza tra attività formativa e curriculum
	Il catalogo elettronico OPAC
	Quality assurance is a continuous process that does not end with the external feedback or report or its follow-up process within the institution. Therefore, institutions ensure that the progress made since the last external quality assurance activity is taken into consideration when preparing for the next one.
9	I requisiti di ammissione ai corsi di laurea magistrale
	L'accesso civico
	Esempi di opzioni di ricerca avanzata
	The word *institution* is used in the standards and guidelines to refer to higher education institutions. Depending on the institution's approach to quality assurance it can, however, refer to the institution as whole or to any actors within the institution.
10	Il Direttore Generale
	La liceità del trattamento
	In Excel è possibile variare in larghezza la dimensione di una colonna?
	External quality assurance should be defined and designed specifically to ensure its fitness to achieve the aims and objectives set for it, while taking into account relevant regulations. Stakeholders should be involved in its design and continuous improvement.
11	Il reclutamento dei ricercatori universitari
	Il titolare del trattamento dei dati
	Il linguaggio di scrittura di ipertesti delle pagine web di Internet
	Student-centred learning and teaching plays an important role in stimulating students' motivation, self-reflection and engagement in the learning process. This means careful consideration of the design and delivery of study programmes and the assessment of outcomes.
12	L'accreditamento periodico delle sedi
	La definizione di "amministrazioni pubbliche"
	Come è possibile visualizzare le proprietà di una cartella?
	Any outcomes or judgements made as the result of external quality assurance should be based on explicit and published criteria that are applied consistently, irrespective of whether the process leads to a formal decision.
13	Disposizioni in materia di titoli universitari abilitanti
	Il codice di comportamento dei dipendenti pubblici
	Definizione di Sistema Operativo
	The *guidelines* explain why the standard is important and describe how standards might be implemented. They set out good practice in the relevant area for consideration by the actors involved in quality assurance. Implementation will vary depending on different contexts.
14	Il periodo di prova del dipendente pubblico
	L'accreditamento periodico dei corsi di studio
	Esempio di un formato di file
	Graduation represents the culmination of the students' period of study. Students need to receive documentation explaining the qualification gained, including achieved learning outcomes and the context, level, content and status of the studies that were pursued and successfully completed.
15	L'autonomia universitaria
	Le risorse strutturali e i requisiti per l'Assicurazione di Qualità dei corsi di studio

	A cosa serve il simbolo "@"?
	Institutions should ensure that the programmes are delivered in a way that encourages students to take an active role in creating the learning process, and that the assessment of students reflects this approach.
	I regolamenti generali
	I principi applicabili al trattamento di dati personali
16	A cosa serve il browser?
	Study programmes are at the core of the higher education institutions' teaching mission. They provide students with both academic knowledge and skills including those that are transferable, which may influence their personal development and may be applied in their future careers.
	La raccolta del consenso in base al GDPR
	Le caratteristiche dei docenti di riferimento
17	In Excel prima di inserire una formula, quale segno occorre inserire?
	Quality assurance in higher education is based on the institutions' responsibility for the quality of their programmes and other provision; therefore it is important that external quality assurance recognises and supports institutional responsibility for quality assurance.
	I regolamenti didattici
	Gli assegni di ricerca
18	Esempio di un'estensione che indica un programma
	The needs of a diverse student population (such as mature, part-time, employed and international students as well as students with disabilities), and the shift towards student-centred learning and flexible modes of learning and teaching, are taken into account when allocating, planning and providing the learning resources and student support.
	L'interesse legittimo
	Il Regolamento didattico di ateneo
19	Significato della sigla http
	The teacher's role is essential in creating a high quality student experience and enabling the acquisition of knowledge, competences and skills. The diversifying student population and stronger focus on learning outcomes require student-centred learning and teaching and the role of the teacher is, therefore, also changing.
	Le principali differenze tra ordinamento didattico e regolamento didattico del corso di studio
	I Centri universitari
20	Significato di POP3
	Reliable data is crucial for informed decision-making and for knowing what is working well and what needs attention. Effective processes to collect and analyse information about study programmes and other activities feed into the internal quality assurance system.
	Il regolamento di amministrazione, finanza e contabilità
	La flessibilità dell'offerta formativa
21	Differenza tra Internet e World Wide Web
	Institutions should monitor and periodically review their programmes to ensure that they achieve the objectives set for them and respond to the needs of students and society. These reviews should lead to continuous improvement of the programme.
	Il Consiglio di Amministrazione
	La differenza tra l'accreditamento iniziale e l'accreditamento periodico delle sedi universitarie
22	Cosa è Google Chrome?
	For a good higher education experience, institutions provide a range of resources to assist student learning. These vary from physical resources such as libraries, study facilities and IT infrastructure to human support

	in the form of tutors, counsellors and other advisers. The role of support services is of particular importance in facilitating the mobility of students within and across higher education systems.
23	L'obbligo di sicurezza del datore di lavoro
	I requisiti di docenza dei corsi di studio
	In Excel è possibile formattare i grafici?
	External quality assurance in its various forms can verify the effectiveness of institutions' internal quality assurance, act as a catalyst for improvement and offer the institution new perspectives. It will also provide information to assure the institution and the public of the quality of the institution's activities.
24	L'organizzazione degli studi universitari: primo, secondo e terzo ciclo
	I Ricercatori a tempo determinato: modalità di reclutamento e tipologie
	Si possono denominare due file con lo stesso nome?
	Quality assurance and quality enhancement are thus inter-related. They can support the development of a *quality culture* that is embraced by all: from the students and academic staff to the institutional leadership and management.
25	Le modalità di erogazione dei corsi di studio
	Il diritto di accesso dell'interessato
	In PowerPoint è disponibile la funzionalità per aggiungere effetti audio?
	Providing conditions and support that are necessary for students to make progress in their academic career is in the best interest of the individual students, programmes, institutions and systems. It is vital to have fit-for-purpose admission, recognition and completion procedures, particularly when students are mobile within and across higher education systems.
26	Il cosiddetto Whistleblowing
	L'accreditamento iniziale dei corsi di studio
	A cosa serve PowerPoint?
	Quality assurance policies are most effective when they reflect the relationship between research and learning & teaching and take account of both the national context in which the institution operates, the institutional context and its strategic approach.
27	L'accesso amministrativo (o procedimentale)
	I contratti per attività di insegnamento
	In Excel una volta inseriti i dati è possibile cancellarli o modificarli?
	The ESG apply to all higher education offered in the EHEA regardless of the mode of study or place of delivery. Thus, the ESG are also applicable to all higher education including transnational and cross-border provision.
28	Le situazioni soggettive del cittadino nei confronti della PA
	L'Agenzia nazionale di valutazione del sistema universitario e della ricerca (ANVUR): compiti e funzioni
	Con che programma di Windows è possibile aprire il file "concorso.docx"?
	Higher education aims to fulfil multiple purposes; including preparing students for active citizenship, for their future careers (e.g. contributing to their employability), supporting their personal development, creating a broad advanced knowledge base and stimulating research and innovation.
29	Limiti alla parcellizzazione delle attività didattiche e alla diversificazione dei corsi di studio
	Il datore di lavoro ai sensi del D.lgs. n. 81/2008
	Significato di Android
	The policy translates into practice through a variety of internal quality assurance processes that allow participation across the institution. How the policy is implemented, monitored and revised is the institution's decision.

30	L'autonomia didattica dell'Università
	Le modalità di chiamata dei professori universitari
	In Access come si elimina una tabella?
	In the course of their work, agencies gain information on programmes and institutions that can be useful beyond the scope of a single process, providing material for structured analyses across the higher education system. These findings can contribute to the reflection on and the improvement of quality assurance policies and processes in institutional, national and international contexts.
31	Differenze tra federazione e fusione di Atenei
	Il Responsabile della Protezione dei Dati (Data Protection Officer)
	In Word è possibile attivare il controllo ortografico?
	It is in the public interest that agencies are adequately and appropriately funded, given higher education's important impact on the development of societies and individuals. The resources of the agencies enable them to organise and run their external quality assurance activities in an effective and efficient manner.
32	I corsi di laurea sperimentali ad orientamento professionale
	Le differenze tra accesso civico e accesso amministrativo (o procedimentale)
	In Excel è possibile variare in altezza la dimensione di una riga?
	Institutions should have a policy for quality assurance that is made public and forms part of their strategic management. Internal stakeholders should develop and implement this policy through appropriate structures and processes, while involving external stakeholders.
33	Organi e articolazione interna delle università
	Il diritto soggettivo
	A cosa serve Outlook?
	Agencies need to be accountable to their stakeholders. Therefore, high professional standards and integrity in the agency's work are indispensable. The review and improvement of their activities are on-going so as to ensure that their services to institutions and society are optimal.

34	Le patologie del provvedimento amministrativo
	Stato giuridico dei professori e dei ricercatori di ruolo
	Per cosa si utilizza il tasto STAMP sulla tastiera?
	Complaints and appeals processes should be clearly defined as part of the design of external quality assurance processes and communicated to the institutions.
35	Organi e articolazione interna delle università
	Il diritto soggettivo
	Qual è il tasto di scelta rapida utilizzato per annullare un'operazione?
	A successfully implemented quality assurance system will provide information to assure the higher education institution and the public of the quality of the higher education institution's activities (accountability) as well as provide advice and recommendations on how it might improve what it is doing (enhancement).
36	Regime di impegno a tempo pieno e a tempo definito di professori e ricercatori universitari
	Gli organi di controllo delle attività universitarie ai sensi della Legge 240/2010
	Significato del termine Software

	Institutions should ensure that the programmes are delivered in a way that encourages students to take an active role in creating the learning process, and that the assessment of students reflects this approach.
37	Le tipologie di corsi di studio internazionali
	L'accesso amministrativo (o procedimentale)
	Cosa indica l'estensione di dominio .com?
	The ESG are based on the following four principles for quality assurance in the EHEA: Higher education institutions have primary responsibility for the quality of their provision and its assurance;
38	La Commissione Paritetica Docenti-Studenti
	Il regolamento di amministrazione, finanza e contabilità
	Come posso selezione file non vicini?
	Full reports by the experts should be published, clear and accessible to the academic community, external partners and other interested individuals. If the agency takes any formal decision based on the reports, the decision should be published together with the report.
39	Le modalità di erogazione dei corsi di studio
	Il Nucleo di valutazione
	Cosa succede applicando l'elenco puntato?
	Agencies should undertake external quality assurance activities as defined in Part 2 of the ESG on a regular basis. They should have clear and explicit goals and objectives that are part of their publicly available mission statement.
40	Il dovere di esclusività del pubblico dipendente
	La flessibilità dell'offerta formativa
	In Windows dove si trova l'Area di notifica?
	External quality assurance in its various forms can verify the effectiveness of institutions' internal quality assurance, act as a catalyst for improvement and offer the institution new perspectives. It will also provide information to assure the institution and the public of the quality of the institution's activities.
41	Le situazioni soggettive del cittadino nei confronti della PA
	Disposizioni in materia di titoli universitari abilitanti
	Se in una cella Excel digito: =5+2*6+3, quale risultato si ottiene?
	External quality assurance should be defined and designed specifically to ensure its fitness to achieve the aims and objectives set for it, while taking into account relevant regulations.
42	Il GDPR: le principali differenze rispetto alla normativa precedente
	I Centri universitari
	In una cartella possono coesistere 2 file con lo stesso nome?
	Quality assurance and quality enhancement are thus inter-related. They can support the development of a *quality culture* that is embraced by all: from the students and academic staff to the institutional leadership and management.
43	I corsi di laurea sperimentali ad orientamento professionale
	Il diritto soggettivo
	Che cosa si intende per "netiquette"?
	Institutions should have processes for the design and approval of their programmes. The programmes should be designed so that they meet the objectives set for them, including the intended learning outcomes.
44	Organi e articolazione interna delle università
	Le risorse strutturali e i requisiti per l'Assicurazione di Qualità dei corsi di studio
	Cosa è il "Century Gothic"?

	At the heart of all quality assurance activities are the twin purposes of *accountability* and *enhancement*. Taken together, these create trust in the higher education institution's performance.
45	Il Regolamenti didattico di ateneo
	Il periodo di prova del dipendente pubblico
	In un messaggio di Outlook cosa indica il "Punto esclamativo" di colore rosso?
	Institutions should consistently apply pre-defined and published regulations covering all phases of the student "life cycle", e.g. student admission, progression, recognition and certification.
46	Limiti alla parcellizzazione delle attività didattiche e alla diversificazione dei corsi di studio
	Lo statuto delle università italiane prima e dopo la legge n. 240/2010
	In Excel è corretta la formula =SOMMA F1:F4?
	Institutions should have a policy for quality assurance that is made public and forms part of their strategic management. Internal stakeholders should develop and implement this policy through appropriate structures and processes, while involving external stakeholders.
47	La definizione di "amministrazioni pubbliche"
	L'accreditamento iniziale dei corsi di studio
	In Excel è possibile attivare il controllo ortografico?
	Institutions participate in cyclical external quality assurance that takes account, where relevant, of the requirements of the legislative framework in which they operate. Therefore, depending on the framework, this external quality assurance may take different forms and focus at different organisational levels.
48	Il codice di comportamento dei dipendenti pubblici
	Le tipologie di attività formative nei corsi di studio
	Cosa si intende per E-learning?
	Any outcomes or judgements made as the result of external quality assurance should be based on explicit and published criteria that are applied consistently, irrespective of whether the process leads to a formal decision.
49	Il ruolo e le funzioni del Nucleo di Valutazione di Ateneo nell'ambito dell'autovalutazione, valutazione, accreditamento iniziale e periodico delle sedi e dei corsi di studio
	Le European Universities
	Che cosa identifica il termine "Admin"?
	Higher education, research and innovation play a crucial role in supporting social cohesion, economic growth and global competitiveness. Given the desire for European societies to become increasingly knowledge-based, higher education is an essential component of socio-economic and cultural development.
50	Gli obblighi di formazione relativi alla sicurezza
	Le sedi universitarie all'estero
	Cos'è un Text Editor?
	At the core of external quality assurance is the wide range of expertise provided by peer experts, who contribute to the work of the agency through input from various perspectives, including those of institutions, academics, students and employers/professional practitioners.

Brani lingua inglese tratti da "*Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)*", 2015, Brussels, Belgium. https://www.enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf