

**PROCEDURE SELETTIVE PER LA PROGRESSIONE VERTICALE AI SENSI DELL'ART. 22 COMMA 15 DEL D. LGS. N. 75/2017 RISERVATE AL PERSONALE IN SERVIZIO A TEMPO INDETERMINATO NELLA CATEGORIA C PRESSO L'UNIVERSITÀ DEGLI STUDI DI BERGAMO PER N. 3 POSTI DI CATEGORIA D - CODICE PICA 21PTA003 (bando D.D.G. rep. n. 134299/2021 del 04.11.2021 pubblicato all'Albo il 04.11.2021) - per il reclutamento di n. 1 posto di cat. D - Area amministrativa-gestionale da destinare al Servizio Orientamento e Programmi internazionali (codice 3).**

BUSTA 1

1. Premessi brevi cenni alla normativa vigente, il/la candidato/a illustri le modalità di accesso ai corsi di laurea triennale e magistrale a ciclo unico
2. Il/la candidato/a, con riferimento alle attività svolte nell'ambito dell'attivazione di tirocini extracurricolari, descriva un procedimento/processo e ipotizzi e motivi azioni di miglioramento dei servizi offerti per l'utenza interna e/o esterna

Lingua inglese

**Inclusion and Diversity**

The Programme seeks to promote equal opportunities and access, inclusion, diversity and fairness across all its actions.

Organisations and the participants with fewer opportunities themselves are at the heart of these objectives and with these in mind, the programme puts mechanisms and resources at their disposal. When designing their projects and activities, organisations should have an inclusive approach, making them accessible to a diverse range of participants. To achieve this, National Agencies are also vital to support projects with a view for these to being as inclusive and diverse as possible. Based on the overall principles and mechanisms at European level, National Agencies will draw up inclusion and diversity plans to best address the needs of participants with fewer opportunities and to support the organisations working with these target groups in their national context. At the same time, the SALTO Resource Centres supporting the implementation of the programme are also key players in promoting and rolling out inclusion and diversity measures, in particular as regards to gather knowledge and to conceive and run capacity-building activities for National Agency staff and programme beneficiaries. Likewise, the European Education and Culture Executive Agency (EACEA) plays an equally important role for the programme strands that are managed centrally. In third countries not associated to the Programme, EU Delegations and – where they exist - the National Erasmus+ Offices (NEOs) and Erasmus+ Focal Points are also key in bringing the programme closer to the target groups addressed by this Strategy.

Prova informatica

Il/La candidato/a, a partire dai dati contenuti nel file excel D, predisponga un file che sintetizzi la distribuzione per corso di laurea degli studenti

## BUSTA 2

1. Premessi brevi cenni alla normativa vigente, il/la candidato/a illustri le tipologie di tirocinio che le università possono attivare, le modalità e i principali attori coinvolti nello svolgimento degli stessi
2. Il/la candidato/a, con riferimento alle attività di Segreteria Studenti, descriva un procedimento/processo e ipotizzi e motivi azioni di miglioramento dei servizi offerti per l'utenza interna e/o esterna

### Lingua inglese

#### **Digital Transformation**

The COVID-19 pandemic shed further light on the importance of digital education for the digital transformation that Europe needs. In particular, it emphasised the increased need to harness the potential of digital technologies for teaching and learning and to develop digital skills for all. In line with the strategic priorities of the **Digital Education Action Plan (2021-2027)**<sup>4</sup>, the Programme aims to support this endeavour to engage learners, educators, youth workers, young people and organisations in the path to digital transformation.

The programme will support the first strategic priority of the Action Plan, the development of a high-performing digital education ecosystem, by building capacity and critical understanding in all type of education and training institutions on how to exploit the opportunities offered by digital technologies for teaching and learning at all levels and for all sectors and to develop and implement digital transformation plans of educational institutions.

### Prova informatica

Il/La candidato/a, a partire dai dati contenuti nel file excel C, predisponga un grafico che sintetizzi la distribuzione per dipartimento degli studenti.

### BUSTA 3

1. Premessi brevi cenni alla normativa vigente, il/la candidato/a illustri la tipologia, le modalità e i principali interventi a supporto del diritto allo studio degli studenti con disabilità e DSA
2. Il/la candidato/a illustri l'iter da svolgere per l'espletamento di una procedura selettiva per l'attribuzione di una borsa di mobilità per studio all'estero e ipotizzi e motivi azioni di semplificazione per renderlo più efficiente

### Lingua inglese

#### **Environment and fight against climate change**

Environment and climate action are key priorities for the EU now and in the future. The **European Green Deal Communications** is the European new growth strategy and recognises the key role of schools, training institutions and universities to engage with pupils, parents, and the wider community on the changes needed for a successful transition to become climate neutral by 2050.

The Erasmus+ programme will be a key instrument for building the knowledge, skills, and attitudes on climate change and support sustainable development both within the European Union and beyond. The Programme will increase the number of mobility opportunities in green forward-looking domains, which foster the development of competences, enhance career prospects and engage participants in areas, which are strategic for sustainable growth, with special attention to rural development (sustainable farming, management of natural resources, soil protection, bioagriculture).

Moreover, Erasmus+, with mobility at its core, should strive for carbon-neutrality by promoting sustainable transport modes and more environmentally responsible behavior.

### Prova informatica

Il/La candidato/a, a partire dai dati contenuti nel file excel B, si accerti che i dati di ciascuno studente compaiano una volta sola.

#### BUSTA 4

1. Premessi brevi cenni alla normativa vigente, il/la candidato/a illustri le modalità di accesso ai corsi di laurea magistrale
2. Il/la candidato/a, con riferimento alle attività a favore di studenti con disabilità, descriva un procedimento/processo e ipotizzi e motivi azioni di semplificazione per renderlo più efficiente

Lingua inglese

#### **Participation in democratic life, common values and civic engagement**

The Erasmus+ Programme addresses the citizens' limited participation in its democratic processes and their lack of knowledge about the European Union, and tries to help them overcome the difficulties in actively engaging and participating in their communities or in the Union's political and social life. Strengthening citizens' understanding of the European Union from an early age is crucial for the Union's future. In addition to formal education, non-formal learning can enhance the citizens' understanding of the European Union and foster a sense of belonging to it. The Programme supports active citizenship and ethics in lifelong learning; it fosters the development of social and intercultural competences, critical thinking and media literacy. Priority is given to projects that offer opportunities for people's participation in democratic life, social and civic engagement through formal or non-formal learning activities. The focus is put on raising awareness of and understanding the European Union context, notably as regards the common EU values, the principles of unity and diversity, as well as their social, cultural and historical heritage.

Prova informatica

Il/La candidato/a, a partire dai dati contenuti nel file excel A, calcoli la graduatoria finale, ipotizzando che la stessa sia redatta in base al merito e al reddito

## BUSTA 5

1. Premessi brevi cenni alla normativa vigente, il/la candidato/a illustri le modalità di accesso ai corsi di studio universitario da parte degli studenti stranieri
2. Il/la candidato/a, con riferimento alle attività svolte nell'ambito dell'orientamento in itinere, descriva un procedimento/processo e ipotizzi e motivi azioni di miglioramento dei servizi offerti per l'utenza interna e/o esterna

Lingua inglese

### **Protection, health and safety of participants**

Protection and safety of participants involved in the Erasmus+ projects are important principles of the Programme. All persons participating in the Erasmus+ Programme should have the opportunity to take full advantage of the possibilities for personal and professional development and learning. This should be assured in a safe environment which respects and protects the rights of all persons, their physical and emotional integrity, their mental health and wellbeing.

Each organisation participating in the Programme must have in place effective procedures and arrangements to promote and guarantee the safety, protection and non-discrimination of the participants in their activity. When necessary, adults should accompany underage participants (pupils, VET learners, youngsters) in mobility activities. Accompanying adults should ensure sufficient quality of the learning component of the mobility as well as the protection and safety of the underage participants.

Prova informatica

Il/La candidato/a, a partire dai dati contenuti nel file excel D, predisponga la stampa dei soli dati relativi a: matricola, dipartimento, anno di corso.

## BUSTA 6

1. Premessi brevi cenni alla normativa vigente, il/la candidato/a descriva i titoli di studio rilasciati dalle università
2. Il/la candidato/a, con riferimento alle attività di attivazione dei tirocini curriculari, descriva un procedimento/processo e ipotizzi e motivi azioni di semplificazione per renderlo più efficiente

Lingua inglese

### **International dimension**

Erasmus+ includes a strong international dimension (i.e. cooperation with third countries not associated to the Programme) in mobility, cooperation and policy dialogue activities. It supports European organisations in facing the global challenges brought about by globalisation, climate change and the digital transition through notably an intensification of international mobility and cooperation with third countries and strengthens the role of the European Union as a global actor. It enhances societal links through mobility, exchanges and capacity building, nurturing social resilience, human development, employability, active participation and ensuring regular channels for people-to-people cooperation by promoting values, principles and interests around common priorities. Activities offer a response to the challenges of quality, modernisation and employability through an increased relevance and responsiveness of education for a green and sustainable socio-economic recovery, growth and prosperity in third countries not associated to the Programme, contributing to human and institutional development, digital transition, growth and jobs, good governance and peace and security. The engagement of the young people in third countries not associated to the Programme is a key element in the process of building societies that are more resilient and are based on mutual trust and intercultural understanding.

Prova informatica

Il/La candidato/a, a partire dai dati contenuti nel file excel A, estrapoli i dati relativi agli studenti iscritti al 2° anno del corso di laurea di Management Engineering che siano disponibili a lavorare in un polo diverso da quello ingegneristico

## BUSTA 7

1. Premessi brevi cenni alla normativa vigente, il/la candidato/a illustri le principali tipologie di collaborazioni che gli studenti possono svolgere all'interno dell'ateneo
2. Il/la candidato/a illustri l'iter da svolgere per l'espletamento di una procedura selettiva per l'attribuzione di un incarico di tutorato alla pari e ipotizzi e motivi azioni di semplificazione per renderlo più efficiente

Lingua inglese

### **Recognition and validation of skills and qualifications**

Erasmus+ supports EU transparency and recognition tools for competences, skills and qualifications – in particular Europass, Youthpass, the European Qualifications Framework (EQF), the European Credit Transfer and Accumulation System (ECTS), the European Quality Assurance Reference Framework (EQAVET), the European Quality Assurance Register (EQAR), the European Association for Quality Assurance in Higher Education (ENQA) – as well as EU-wide networks in the field of education and training supporting these tools, in particular the National Academic Recognition Information Centre (NARIC), Euroguidance networks, the National Europass Centres and the EQF National Coordination Points. A common purpose of these tools is to ensure that competences, skills and qualifications can be more easily recognised and are better understood, within and across national borders, in all sub-systems of education and training as well as in the labour market, no matter whether these were acquired through formal education and training or through other learning experiences (e.g. work experience; volunteering, online learning).

Prova informatica

Il/La candidato/a, a partire dai dati contenuti nel file excel B disponga i dati in base al criterio dell'età anagrafica dei candidati a partire dal più giovane

## BUSTA 8

1. Premessi brevi cenni alla normativa vigente, il/la candidato/a illustri le principali tipologie di programmi di mobilità studentesca che un ateneo può attivare e finanziare
2. Il/la candidato/a, con riferimento alle attività svolte a favore degli studenti con DSA, descriva un procedimento/processo e ipotizzi e motivi azioni di miglioramento dei servizi offerti per l'utenza interna e/o esterna

Lingua inglese

### **Communicating projects and their results to maximise impact**

Communicating projects and their results is crucial to ensure impact at different levels. Depending on the action, applicants for funding under Erasmus+ are required to plan their communication activities to share information about their project and results during and beyond the project life cycle. Project applications will be evaluated based on relevant criteria to ensure that these aspects are covered. Beneficiaries of Erasmus+ funding will also need to monitor and evaluate the success of their communication activities, both qualitatively and quantitatively. The level and intensity of communication and dissemination activities should be proportional to the objectives, the scope and the targets of the different actions of Erasmus+. Beneficiaries must clearly acknowledge the European Union's support in all communication and dissemination activities and products, such as events, internet websites and publications. In particular, they must ensure that the European Union emblem is included in all communication material and it respects the provisions laid out in the grant agreement or grant decision<sup>9</sup>. The beneficiary's grant may be reduced if such provisions are not respected.

Prova informatica

Il/La candidato/a, a partire dai dati contenuti nel file excel C, identifichi i candidati con ISEEU inferiore o pari a 10.000.



## BUSTA 9

1. Premessi brevi cenni alla normativa vigente, il/la candidato/a illustri le principali tipologie di tutorato che gli studenti possono svolgere all'interno dell'ateneo
2. Il/la candidato/a, con riferimento alle attività di orientamento in ingresso, descriva un procedimento/processo e ipotizzi e motivi azioni di semplificazione per renderlo più efficiente

Lingua inglese

### **The European Commission**

The European Commission is ultimately responsible for the running of the Erasmus+ Programme. It manages the budget and sets priorities, targets and criteria for the Programme on an on-going basis. Furthermore, it guides and monitors the general implementation, follow-up and evaluation of the Programme at European level. The European Commission also bears the overall responsibility for the supervision and coordination of the structures in charge of implementing the Programme at national level.

At European level, the European Commission's European Education and Culture Executive Agency (EACEA) is responsible for the implementation of a number of actions of the Erasmus+ Programme. In addition to the information contained in this Guide, the relevant Call documents and application forms for the actions covered by this Guide and managed by the Executive Agency are published in the Funding and Tender Opportunity Portal: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>.

Prova informatica

Il/La candidato/a, a partire dai dati contenuti nel file excel E, predisponga la graduatoria finale sapendo che il bando è finalizzato ad attribuire benefici agli studenti con disabilità sulla base del merito scolastico

IL PRESIDENTE DELLA COMMISSIONE

Dott. Federico Raos

(documento firmato digitalmente ai sensi dell'art. 24 del D.lgs. 82/2005)