

CONCORSO PUBBLICO, PER ESAMI, PER IL RECLUTAMENTO DI N. 3 UNITÀ DI PERSONALE NELL'AREA DEI COLLABORATORI, SETTORE AMMINISTRATIVO, A TEMPO INDETERMINATO E A TEMPO PIENO PRESSO L'UNIVERSITÀ DEGLI STUDI DI BERGAMO, DI CUI N. 1 POSTO PRIORITARIAMENTE RISERVATO ALLE CATEGORIE DI VOLONTARI DELLE FORZE ARMATE DI CUI AGLI ARTT. 1014 E 678 DEL D. LGS. 15 MARZO 2010, N. 66 - CODICE SELEZIONE USBer26PTA001 (Bando rep. n. 87/2026 del 05.06.2026 pubblicato sul sito istituzionale e sul Portale del reclutamento inPA in data 05.06.2026)

TRACCE DELLE PROVE CONCORSUALI

PROVA SCRITTA

Traccia A – TRACCIA ESTRATTA

La/Il candidata/o risponda sinteticamente a ciascuno dei quesiti di seguito riportati, utilizzando un massimo di 7 righe per ciascuna risposta:

- 1. Quali sono gli organi di governo dell'Università?**
- 2. Quali sono le principali fasi del procedimento amministrativo?**
- 3. Quali sono i titoli di studio che vengono rilasciati dall'Università?**
- 4. Quali sono le categorie di personale docente universitario?**
- 5. Che cosa si intende per trasparenza nella pubblica amministrazione?**

La/Il candidata/o elabori le risposte avendo cura di seguire le seguenti indicazioni di editing:

- Prima di ogni risposta indicare **DOMANDA N....** in grassetto, maiuscolo.
- Tipo carattere: Times New Roman;
- Stile carattere: Normale;
- Dimensione carattere: 12;
- Testo: giustificato;
- Interlinea: 1,5;
- Stampa: fronte/retro;
- Salvare il file nella cartella Documenti con la denominazione "prova concorso"

Traccia B

La/Il candidata/o risponda sinteticamente a ciascuno dei quesiti di seguito riportati, utilizzando un massimo di 7 righe per ciascuna risposta:

- 1. Come viene eletto il Rettore?**
- 2. Chi è il responsabile del procedimento amministrativo?**
- 3. Che cosa si intende per diritto allo studio universitario?**
- 4. Il personale tecnico-amministrativo e bibliotecario dell'Università.**
- 5. La trasparenza nella pubblica amministrazione.**

La/Il candidata/o elabori le risposte avendo cura di seguire le seguenti indicazioni di editing:

- Prima di ogni risposta indicare **DOMANDA N....** in grassetto, maiuscolo.
- Tipo carattere: Times New Roman;
- Stile carattere: Normale;

- Dimensione carattere: 12;
- Testo: giustificato;
- Interlinea: 1,5;
- Stampa: fronte/retro;
- Salvare il file nella cartella Documenti con la denominazione "prova concorso"

Traccia C

La/Il candidata/o risponda sinteticamente a ciascuno dei quesiti di seguito riportati, utilizzando un massimo di 7 righe per ciascuna risposta:

- 1. Quali sono le principali funzioni del Senato Accademico?**
- 2. La funzione dell'autocertificazione ai sensi del DPR 445/2000.**
- 3. Quali sono le principali modalità di accesso ai percorsi universitari?**
- 4. Il reclutamento del personale tecnico-amministrativo e bibliotecario dell'Università.**
- 5. Indichi almeno due soggetti del sistema di prevenzione della corruzione e della trasparenza.**

La/Il candidata/o elabori le risposte avendo cura di seguire le seguenti indicazioni di editing:

- Prima di ogni risposta indicare **DOMANDA N....** in grassetto, maiuscolo.
- Tipo carattere: Times New Roman;
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PROVA ORALE

Traccia 1

Domanda A: Ruolo e funzioni del Rettore.

Domanda B: Gli elementi essenziali dell'atto amministrativo.

Inglese: *The mission of a University is already contained in its very name: universitas. Openness, plurality, freedom, and encounter, precisely: "universality". «The University is a community» states the Statute. Community means involvement, cooperation, by students, teachers, researchers, administrative and technical staff and service, all united in respect of and for the promotion of human beings.*

Traccia 2

Domanda A: Funzioni del Consiglio di Amministrazione dell'Università.

Domanda B: Il responsabile del procedimento.

Inglese: *The University of Bergamo contributes to the cultural, social and economic progress of the territory. Public Engagement: this is the dimensions that is now becoming sounder and that our University is ready to interpret and carry on. Continuing to have a deep connection with the city is not a limit to acknowledging how nowadays internationality is the new horizon to focus our attention to.*

Traccia 3

Domanda A: Funzioni del Senato Accademico.

Domanda B: La motivazione dell'atto amministrativo.

Inglese: *Remaining loyal to our roots, the University promotes the ability to establish growing relationships and confrontations with institutional, social, cultural and production players, being these realities local, national or international.*

Traccia 4

Domanda A: L'autonomia delle Università.

Domanda B: Il diritto di accesso ai documenti amministrativi.

Inglese: *A University for the city, a widespread campus. It is often thought that bringing all the students together in one campus, thus creating a sort of "small fortress" is the best solution for Universities. But actually this would mean, under many perspectives, creating a barrier between the University community and the world, isolating the student.*

Traccia 5

Domanda A: Lo Statuto dell'Università: finalità e contenuti.

Domanda B: La comunicazione dei motivi ostativi all'accoglimento dell'istanza ai sensi della Legge 241/1990.

Inglese: *The choice of the University of Bergamo was instead to become, over time, a University inside the city. The Campus of Economics and Law, Campus of Humanities and Campuses of Engineering are now part of one design, which represents an invitation: to believe in a daily link with the city and its territory, its history, its culture.*

Traccia 6

Domanda A: I Dipartimenti universitari: ruolo e funzioni.

Domanda B: I termini di conclusione del procedimento amministrativo.

Inglese: *The choice of the University of Bergamo was instead to become, over time, a University inside the city. The Campus of Economics and Law, Campus of Humanities and Campuses of Engineering are now part of one design, which represents an invitation: to believe in a daily link with the city and its territory, its history, its culture.*

Traccia 7

Domanda A: Il Direttore Generale: funzioni e competenze.

Domanda B: La partecipazione del cittadino all'azione amministrativa ai sensi della Legge 241/1990.

Inglese: *Growing does not only have a dimensional meaning, and the University in Bergamo is now in its right dimension: not disorganized, not chaotic, student-friendly. To grow means to open up. This is why we wanted to recover important places in the city, real pearls that bear witness to a great past. Regenerated and enhanced spaces open up to everyone offering more and more, cultural initiatives and events.*

Traccia 8

Domanda A: Il Nucleo di Valutazione: composizione e funzioni.

Domanda B: Efficacia ed esecutività dell'atto amministrativo.

Inglese: *Bergamo and its University: an adaptive and adaptable University, capable of reacting quickly and positively to the inputs coming from the local environment and capable of responding to the pressures emerging from the national and international framework. Thanks to a transversal approach that today's knowledge requires. Thanks to an international projection, which is a project for the University and soul of the city today.*

Traccia 9

Domanda A: I corsi di master universitario di primo e di secondo livello: caratteristiche e requisiti di accesso.

Domanda B: Le patologie dell'atto amministrativo.

Inglese: *University of Bergamo is officially a partner of New European Bauhaus, an international frontier initiative, a European platform for networking, conceiving critical mass projects, working in contact with institutions and, in general, positioning our University for greater international visibility and authority.*

Traccia 10

Domanda A: Il credito formativo universitario (CFU).

Domanda B: Il silenzio dell'Amministrazione.

Inglese: *The New European Bauhaus is an initiative launched by the European Commission as the "soul of the European Green Deal" and the Paris Agreements. It is not a question of a program, an action, a policy but a real creative, transdisciplinary, ongoing movement, which is built together with the Community of stakeholders for a profound, collaborative and multidisciplinary transformation of society around the following values: Sustainability, Beautiful, Together.*

Traccia 11

Domanda A: Il Regolamento Didattico di Ateneo.

Domanda B: L'accesso civico semplice.

Inglese: *The University of Bergamo is the beating heart of a city that proves to be increasingly open to the exchange of knowledge, also thanks to a map of architectural, historical and artistic heritage that tell about the identity of the University as an authentic "backbone of culture". From the restoration of the monumental complex of Sant'Agostino to the historic buildings of Piazza Rosate and Via Salvecchio, passing through the restoration projects of the former Baroni college, the former Montelungo barracks and the former Enel tower, an itinerary has been developed that goes through a history of ideas and growth initiatives looking at the future.*

Traccia 12

Domanda A: Le forme della rappresentanza studentesca nell'Università.

Domanda B: L'accesso civico generalizzato.

Inglese: *The ongoing transformations of the academic context spur universities to open to the world: culture and society keep being the pillars of a public debate that brings citizens and institutions together to communicate innovative research and training tools, to offer a continuous space of open exchange and experiment knowledge spread best practices. The initiatives of Public Engagement include all activities contributing to fostering dialogue inside and outside the University through the sharing of the benefits that derive from social change projects and initiatives aimed at preserving the historical, cultural and environmental heritage, from the dissemination of research outcomes, from collaborations with various bodies and companies and from the active listening to the requests of the community and the territory.*

Traccia 13

Domanda A: I servizi per il diritto allo studio universitario.

Domanda B: Gli obblighi di trasparenza nelle pubbliche amministrazioni.

Inglese: *Since 2017 the University of Bergamo has been financing Public Engagement projects with internal calls aimed at promoting the activity of Centers and Departments and to enhance the role of the University as motor of a knowledge-based economy and of social, economic and technological innovation. The ability to respond to the demand coming from an increasingly layered and multicultural society results in objectives of growth and enhancement of the institutional policies addressed to the citizenry. Through Public Engagement actions universities aim at establishing new partnerships, promoting inclusion processes and increasing their own intellectual capital.*

Traccia 14

Domanda A: Docenti e ricercatori: principali differenze.

Domanda B: Le misure di prevenzione della corruzione nelle amministrazioni pubbliche.

Inglese: *Furthermore, the University makes available the skills and resources gained by listening to the requests coming from the community and territory to pave the way to professional integration opportunities. Starting in 2018 the University of Bergamo has joined the APEnet (Rete italiana degli Atenei ed Enti di Ricerca per il Public Engagement) Steering Committee to share, promote and enhance Public Engagement culture and initiatives on the national territory.*

Traccia 15

Domanda A: Il dottorato di ricerca.

Domanda B: Il whistleblowing nella pubblica amministrazione.

Inglese: *In recent years UniBg has implemented many measures for the purpose of protection of the environment, building a sensitive to sustainability issues community. To do this, we moved on three fronts:*

1. University environments and venues, places and spaces that welcome academic activities, reduce consumption and are designed to reduce the use of public land.
2. The University invites everyone, students, teachers and university staff, to have sustainable behaviors, through research laboratories that work daily on green initiatives, the abolition of disposable plastic, and the use of public transport and bicycles.
3. Our merchandising, in addition to offering a catalog full of useful and excellent items, is composed of recycled and recyclable materials.

Traccia 16

Domanda A: Il Codice etico dell'Università.

Domanda B: Il regime del trattamento dei dati personali.

Inglese: *UniBg promotes sustainable mobility through various initiatives:*

1. Public transport agreement: thanks to the agreements with the main public transport companies in the area, we offer our students reduced prices for tickets.
2. Electric bikes: we started an experiment in 2019 to allow UniBg teachers and staff to use pedal-assisted bicycles.
3. Living lab and urban experiments: thanks to the institution of the University Mobility Manager, we host numerous events with the university community and citizens to stimulate and implement ideas of sustainable mobility. Among these, in 2019 we set up the experimental shuttle between the Dalmine and Città Bassa offices in Bergamo, the guerrilla wayfinding to stimulate walking between the offices and others.

Traccia 17

Domanda A: Il Regolamento Generale di Ateneo.

Domanda B: I soggetti coinvolti nel trattamento dei dati personali.

Inglese *Our university also adheres, through an agreement signed between Crui (The Conference of Italian University Rectors), Associazione Marevivo and Conisma (The National Interuniversity Consortium for Marine Sciences), to the campaign #StopSingleUsePlastic.*

The agreement has the objective of favouring the elimination of single use plastic from universities, for example through the distribution of customized water bottles or the installation of coffee dispensers with paper cups and the option 'no glass' but also to raise awareness and educate on environmental protection.

It is an agreement which reflects the legislative proposal of the European Strategy on plastic which, if adopted, from 2021 will ban the sale of single use plastic items.

Traccia 18 – BUSTA NON ESTRATTA

Domanda A: L'organizzazione dell'attività didattica universitaria.

Domanda B: Il Piano Integrato di Attività e Organizzazione (PIAO).

Inglese *We initiated a plan for energy improvement interventions - since 2009 - through the installation of two photovoltaic systems at engineering and economic-legal campuses. Those interventions allowed a considerable reduction of CO2 and a constantly growing energy and electricity consumption saving. The production of solar energy was in fact equal to the use of significant quantities of gas, diesel and coal and has prevented the release of large quantities of CO2 into the environment.*

Traccia 19

Domanda A: Il personale tecnico-amministrativo nelle Università.

Domanda B: La responsabilità amministrativo-contabile del dipendente pubblico.

Inglese: *Choosing a university course is not easy, given the huge quantity of courses offered by Universities and considering the fast and constantly changing working and professional scenario. To help you collect all necessary information, University of Bergamo Student Services Office offers a series of useful tools and services, to help you and your family clarify any doubts and understand which is the most appropriate choice for you. Please download the concise student handbook to find all useful University of Bergamo information and the correct procedures for enrollment.*

Traccia 20

Domanda A: Il sistema di classificazione del personale previsto dal CCNL Università.

Domanda B: I doveri del dipendente pubblico.

Inglese: *The Student Services and International Offices coordinates all orientation activities, pre-enrolment, during the course and up to the students introduction into the work environment. Orientation is not only directed to high school students, but also to those who are already in a University career, to guide them in their study plan and in the choice of internship, according to their future professional aspirations. The aim is to bring the University and working world closer, so that they can effectively interact to promote a form of education, which takes into account the professional market needs, but also the students' skills, which can lead to innovative and interesting projects for private and public companies.*

Traccia 21

Domanda A: Il ruolo dei dirigenti nella pubblica amministrazione.

Domanda B: Le responsabilità del dipendente pubblico.

Inglese: *The office works in close collaboration with high school representatives, private companies and public bodies to help overcome students' difficulties in the choice of a degree course. The internship training, a crucial experience to enhance the knowledge acquired during the course of studies, backs up these activities. Experience demonstrates that a postgraduate internship represents a necessary step to approach the professional world. Foreign visiting students can access the internship service only if it represents a part of their course of studies and is expressly demanded by their original University.*

Traccia 22

Domanda A: Il Collegio dei Revisori dei Conti.

Domanda B: La documentazione amministrativa e le dichiarazioni sostitutive (D.P.R. 445/2000).

Inglese: *The Accommodation Service of Bergamo University offers fully furnished flats, located near the University (Bergamo and Dalmine). Every student enrolled at degree courses and PhD, both Italian and Foreign, can address to this service to have a complete and free consultation in order to find an accommodation in private flats through a registered contract between the student and the landlord. If wi-fi is provided a surcharge per month will be included in the rent.*