

Elementi di diritto amministrativo, legislazione universitaria e conoscenza dello Statuto dell'Università di Pisa.

- 1) L'evoluzione normativa del Ministero dell'Università e della Ricerca e i principi costituzionali attinenti alle università
- 2) L'università quale centro di sviluppo della ricerca e sede della didattica
- 3) La patologia dell'atto amministrativo, con particolare riferimento al regime giuridico dell'annullabilità
- 4) Il Consiglio di amministrazione nelle università a seguito della legge n. 240/2010 e nell'Università di Pisa ai sensi del suo Statuto
- 5) I principi in tema di concorso pubblico, con particolare riferimento all'accesso al pubblico impiego in ambito universitario
- 6) La responsabilità della pubblica amministrazione, con particolare riferimento alla responsabilità civile
- 7) La conferenza di servizi come modulo procedimentale e i meccanismi di collaborazione tra uffici diversi della stessa amministrazione

Progettualità didattica del Centro linguistico e aspetti gestionali e contabili connessi

- 1) L'autonomia negoziale e le possibili implicazioni di natura gestionale-contabile connesse a una convenzione stipulata dal CLI con un soggetto terzo
- 2) L'assegnazione di un incarico di insegnamento di durata superiore a 8 ore: se ne descrivano gli elementi fondamentali anche in relazione alla normativa vigente
- 3) Il contratto di supporto all'amministrazione e alla didattica: se ne descrivano gli elementi fondamentali anche in relazione alla normativa vigente
- 4) Le procedure di acquisto di beni e servizi nel CLI
- 5) L'attivazione di un corso di una summer/winter school: iter amministrativo e gestione contabile
- 6) L'inventario dei beni mobili: se ne illustrino la normativa e le procedure con specifico riferimento al CLI
- 7) Il bilancio unico di Ateneo in rapporto alla programmazione, alla gestione e alla rendicontazione del CLI

Lingua inglese

Legga ad alta voce e traduca in italiano:

1) IELTS AND SPECIAL REQUIREMENTS

Whether you are vision impaired, have a speech impediment or any other medical condition which means you can only take IELTS under special arrangements, IELTS test venues across our network can help you. We can offer braille paper, modified larger paper, enlarged written prompts on the Speaking task card, special Listening test, lip reading version of Listening test, special amplification equipment, word processing software and voice-activated software. It is best to contact your test venue before booking your IELTS test and they will be able to advise on the next available test dates. The notice time can vary depending on the modifications needed to your test.

Legga ad alta voce e traduca in italiano:

2) WHICH IELTS TEST SHOULD I TAKE?

If you plan to study in higher education or seek professional registration, you can take the IELTS Academic test. Or if you want to study in secondary education, work or migrate to an English-speaking country, IELTS General Training test might be right for you. Where you want to study, work or migrate to will affect which test you need to take. If you want to go to the United Kingdom, you will need to specifically take the IELTS for UKVI (A test with additional security measures). This can either be the IELTS Academic for UKVI test, IELTS General Training for UKVI test, or the IELTS Life Skills A1, A2 or B1 test. Make sure you visit the relevant government or institutional websites to confirm which test you need to take, as government agencies, institutions and other recognising organisations set their own IELTS entry requirements.

Legga ad alta voce e traduca in italiano:

3) CAMBRIDGE ENGLISH EXAMS: OUR EXAM NAMES HAVE CHANGED

Cambridge English Qualifications are in-depth exams that make learning English enjoyable, effective, and rewarding. They are designed so that each exam builds on the skills you develop at the previous level. You can use them to improve your English, step by step.

In September 2017, Cambridge Assessment English started the process of changing the names of our exams. We introduced Cambridge English Qualifications as the new way to describe our in-depth exams. To make the progression from one exam to another more easy to understand, we have introduced the CEFR level to each exam's name. For example, Cambridge English: First (FCE) will now be known as **B2 First**. We will also continue to phase out the use of the old acronyms for our exams. The process for changing names will take time to implement, so you will continue to see our old name on some materials.

Legga ad alta voce e traduca in italiano:

4) HOW WE PRODUCE CAMBRIDGE ENGLISH EXAMS

At Cambridge Assessment English we constantly review the exams we provide to ensure they are accurate, relevant and fair. We listen carefully to feedback from test takers, teachers, centres and other professionals in the language learning and assessment world. Sometimes this feedback leads us to identify areas where there is a demand for an entirely new exam.

Making sure that a new exam is a thorough and fair test is a complicated and multi-faceted process,

requiring careful research, checking and trial. Some of the world's leading experts in language assessment contribute to the work of Cambridge Assessment English, and the quality of our exams is built on their combined expertise.

Legga ad alta voce e traduca in italiano:

5) CAMBRIDGE ENGLISH: DELIVERING OUR EXAMS

To guarantee our tests are fair, we have a number of important security measures in place to ensure that exam papers are safely distributed from our headquarters in Cambridge to the thousands of exam centres around the world where our tests take place. Exam papers are delivered to test centres by a number of secure methods – some receive them by secure post, and in some countries they are sent to a courier for delivery only on the day of the test. All exam centres are required to have secure storage facilities and are inspected regularly to ensure they meet our strict criteria for security. Many of our certificates can now be earned through taking a computer-based version of the test. In these cases, the exam is sent electronically to the exam centre ahead of the test, but can only be opened when an encryption key is sent on the day of the test itself.

Legga ad alta voce e traduca in italiano:

6) AICLU MISSION AND OBJECTIVES

Founded in 1997, the AICLU (Italian Association of University Language Centres) is the Association that represents the Language Centres of the Italian universities associated with it. The Language Centres are staffed by professors, researchers, collaborators and linguistic experts, as well as technical and administrative personnel, who are engaged in the organizational activities of teaching, research and service aimed at teaching and learning modern foreign languages and Italian for international students enrolled at Italian universities. The Association aims to promote collaboration in the activities of the University Language Centres at a national and international level, e.g. to contribute to the improvement of the quality of language services at University Language Centers in Italy.

Legga ad alta voce e traduca in italiano:

7) CercleS

Founded in Strasbourg in 1991, CercleS is a confederation of Language Centres in Europe and beyond. Aims: It brings together almost 400 Language Centres, Departments, Institutes, Faculties or Schools in Higher Education whose main responsibility is the teaching of language and academic communication. Its members have thousands of academic, administrative and technical staff, who work for hundreds of thousands of students who learn languages and academic communication. CercleS is committed to the highest possible standards in language education and research in order to: i) support Language Centres in European establishments of higher education, ii) promote research in foreign language learning at international level, iii) encourage international and interdisciplinary cooperation between Language Centres.

Conoscenza delle applicazioni informatiche più comuni in ambiente Windows

- 1) Quale software è preferibile usare per creare un grafico e quali tipi di grafici traducono le diverse tipologie di dati?
- 2) Excel: è possibile ordinare dei dati che contengono testo all'interno di una colonna? Se sì, come?
- 3) Word: a cosa serve una combinazione di tasti? Quali conosce?
- 4) Word: cosa è un ipertesto? come si realizza?
- 5) La gestione dei documenti, con particolare riferimento alla compressione di file o cartelle
- 6) Internet: che cosa è il phishing?
- 7) Posta elettronica: che cosa significa PEC e in che cosa consiste?