



CONCORSO PUBBLICO, PER TITOLI ED ESAMI, A N. 5 POSTI DI CATEGORIA C - AREA AMMINISTRATIVA, CON RAPPORTO DI LAVORO SUBORDINATO A TEMPO INDETERMINATO PRESSO L'UNIVERSITÀ DEGLI STUDI DI MILANO, DI CUI N. 1 POSTO DA RISERVARE, PRIORITARIAMENTE, ALLE CATEGORIE DI CUI AL DECRETO LEGISLATIVO N. 66/2010 - CODICE 22233

La Commissione giudicatrice del concorso, nominata con Determina Direttoriale n. 1750/2023, modificata con Determina Direttoriale n. 3526/2023 e composta da:

Dott.ssa Manuela Romeo	Presidente
Dott. Giancarlo Paolo Reverberi	Componente
Dott.ssa Ilaria Bardoni	Componente
Dott.ssa Marta Marchesi	Componente
Dott.ssa Martina Magnetta	Componente
Dott.ssa Simona Visconti	Segretaria

comunica i quesiti relativi alla prova orale:

Gruppo di quesiti n. 1

- 1) La Commissione giudicatrice di un concorso da ricercatore a tempo determinato
- 2) Principi del procedimento amministrativo

Brano in inglese:

Italian Tax code

The tax code or “codice fiscale” is an identification code issued by the Ministry of Finance which is needed in order to open a current account or sign contracts. Citizens residing abroad can request it to the Italian consular-diplomatic representation in their country of residence.

In Italy it can be requested from your local “Ufficio delle Entrate” (Tax office). A complete list of offices in the Lombardy region can be found on the website <https://www.agenziaentrate.gov.it/portale/dr-lombardia>.

Remember to bring with you your passport.

Gruppo di quesiti n. 2

- 1) Le Commissioni esaminatrici per le procedure di selezione del personale tecnico-amministrativo: composizione e nomina
- 2) Il comitato etico

Brano in inglese:

Residence permit

First application

If you are an *EU citizen*, you do not require a residence permit as such, but you have to register with your local civil records office.

If you live in Milan you can book an appointment on the website www.comune.milano.it > Online services > Thematic area: registry office > Residence for citizens and foreign citizens > How it works for EU citizens.

On the day of the appointment, you have to take the following to the civil records office:

- your passport or identity card
- self-certification of enrolment at our University
- a photocopy of the documentation demonstrating the availability of adequate financial resources, for example, proof that you hold a scholarship or details of your current account.

Gruppo di quesiti n. 3

- 1) La chiamata di un professore di prima fascia
- 2) Il provvedimento amministrativo



Brano in inglese:

Residence permit

[...]

If you are a *non-EU citizen*, you have to fill in and submit the residence permit application kit. You can ask for the kit at the Welcome Desk, where someone will help you to fill it in. It has to be submitted to a post office displaying the “Sportello amico” logo, along with:

- 1 photocopy of your passport (only the pages with your personal details and the visa stamp)
- documentation stating the chosen course and its duration and the stamp of the Italian diplomatic representation which issued the visa (pre-application form)
- a copy of the receipt of payment of the health insurance.

The post office will give you an official document (lettera di convocazione) with the date of your appointment with the specific branch of the Commissariato or Ufficio Immigrazione where you have to show up.

Gruppo di quesiti n. 4

- 1) Il Consiglio di Dipartimento
- 2) L’approvazione atti di un concorso da ricercatore a tempo determinato

Brano in inglese:

Residence permit

Renewal

In order to renew your residence permit you have to fill in the application kit, specifying that it is a renewal. Deliver the kit to any post office displaying the “Sportello amico” logo, along with the following documents:

- photocopy of your passport (only the pages with your personal details and the visa stamp)
- a copy of your residence permit
- a copy of the documentation demonstrating the availability of adequate financial resources, for example, proof that you hold a scholarship or details of your current account
- a certificate of enrolment with exams taken (if you live in Milan a formal statement replacing the certificate is accepted)
- copy of the receipt of payment of the health insurance.

Gruppo di quesiti n. 5

- 1) L’attivazione di nuovi posti di professore di prima e seconda fascia
- 2) Il Rettore

Brano in inglese:

Italian language test

If you are from a *non-EU country*, you have to take the Italian language test before enrolling in your chosen course, unless it is entirely taught in English or it is a Master’s programme.

You are exempted from the test also if you hold one of the following certificates at B2 level of the Common European Framework of Reference for Languages:

- CELI
- ROMA IT
- PLIDA
- CILS
- CLIQ

Information about the test and its results are available on the university website at the page International > Coming from abroad > Enrol in a programme > International enrolment in degree programmes > section Italian language proficiency test.

Gruppo di quesiti n. 6

- 1) L’autocertificazione
- 2) Il passaggio da Ricercatore a tempo determinato di tipo B a professore associato

Brano in inglese:

Part-time enrolment



Under particular circumstances students may find part-time study most suitable to their particular needs. Enrolling part-time allows students to nearly double their academic career with no impact on fees due. You will find more details in the Part-time enrolment section of our website. Recipients of the DSU scholarship can not benefit from the part-time enrolment.

Gruppo di quesiti n. 7

- 1) Il rapporto di lavoro del personale tecnico amministrativo bibliotecario
- 2) Il Consiglio di Amministrazione

Brano in inglese:

Second instalment of fees for students with income/properties abroad

For students with family unit residing and with income/property abroad, the second instalment is not calculated according to the ISEE Università certification.

The University establishes a fixed amount of second instalment on the basis of the degree course attended and the country of citizenship. For more details about the amount due and the country tables, please visit the

page "Fees-current academic year", in the section "Second instalment of fees for students with income/property abroad".

For political refugees the fees coincide with the minimum amount.

Gruppo di quesiti n. 8

- 1) L'accesso agli atti ai sensi della legge 241/90
- 2) Gli elementi essenziali di un bando per reclutare personale TAB

Brano in inglese:

Scholarships

There are various types of scholarships, some of which are aimed specifically at foreign students.

Excellence scholarship

The University of Milan offers a special incentive programme aimed at supporting highly gifted students: Excellence Scholarships offer 155 incentive grants to the newly enrolled best International students at master level.

The incentives include 55 scholarships of 6,000 euros plus enrolment fee exemption, awarded to the best students admitted to our master's degree programmes, and 100 enrolment fee exemptions.

[...]

Gruppo di quesiti n. 9

- 1) Lo Statuto di Ateneo
- 2) Il concorso per titoli ed esami per il reclutamento del personale TAB

Brano in inglese:

Italian language courses

Enrolling at the University of Milan gives International students (including Erasmus and PhD) the opportunity to learn Italian language through different intensive courses, offered by the University Language Center - SLAM.

At the University of Milan you can also take the CELI certification exam for Italian language skills, since the university is an exam centre, thanks to collaboration with the University of Perugia.

Also the following courses are offered by the SLAM:

- Summer courses: held between July and August in Gargnano (BS), on Lake Garda and in Milan
- Marco Polo courses, specifically dedicated to Chinese students.

Further details are available in the section Study > Language proficiency.

Gruppo di quesiti n. 10

- 1) I doveri dei professori e ricercatori universitari ai sensi del Regolamento generale di Ateneo
- 2) La Giunta di Dipartimento



Brano in inglese:

Accommodation and refectories

In the Financial support section of the University portal www.unimi.it/en, you will find the Accommodation and refectory services and meals subsection, which contains a full list of solutions for students: refectories, restaurants

offering special deals arranged by the University and the accommodation notice boards, where you can find a bed, a room or an apartment.

Some facilities can only be accessed by participating to public announcements published on the University portal every year.

If your stay in the city is to be a short one, or if you need a place to stay while looking for more permanent accommodation, you may be interested to know that the University has an excellent guestroom service (for information write to foresteria.studenti@unimi.it) and info about hostels and B&B close to the university sites.

Gruppo di quesiti n. 11

- 1) Modalità di reclutamento dei professori universitari
- 2) Il Direttore Generale

Brano in inglese:

Services for students with disabilities and SLD

The University of Milan provides assistance for disabled students and those affected by Specific Learning Disabilities (SLD) guaranteeing transport services, learning and computer support, tutoring and assessing the possibility of taking specific educational interventions for dyslexia and other language-based learning disabilities.

Gruppo di quesiti n. 12

- 1) Il Collegio Didattico
- 2) I requisiti di ammissione alle procedure di chiamata di professori di prima fascia

Brano in inglese:

Useful links and numbers

Emergencies

It is helpful to remember that the Italian health service is public and free, in the case of emergencies.

Almost every city hospital has a Casualty Department for medical emergencies. A complete list can be found on the App "Salutite Pronto Soccorso". If it is impossibile for you to reach the nearest hospital you can call 112, the emergency telephone number.

If you find yourself in danger or have urgent need of protection, you can dial the same number to contact the State Police (www.poliziadistato.it), or the Carabinieri (www.carabinieri.it) or, in the event of a fire, the Fire Brigade (www.vigilfuoco.it).

For bureaucratic matters concerning residence permits you can consult the website of Milan's Police headquarters or Questura (<https://questure.poliziadistato.it/it/Milano>).

Gruppo di quesiti n. 13

- 1) Le commissioni paritetiche docenti-studenti
- 2) Differenza tra ricercatore di tipo A e di tipo B

Brano in inglese:

Transport

Urban and Extra-urban transport network

It is easy to travel around Milan using the public transport system, with its trams, buses and underground network. All the information you need can be found on the website of the city's transport company, ATM (<https://www.atm.it/en/Pages/default.aspx>), which also offers a Radiobus service, an extremely useful and convenient collective taxi.

You can travel on the metro by paying directly at the ticket gate with Mastercard, Visa, Maestro and VPay contactless cards.

For students, annual or monthly public transport passes are available at reduced prices.



Gruppo di quesiti n. 14

- 1) I Professori a contratto
- 2) Il Direttore di Dipartimento

Brano in inglese:

Cars, bicycles and trains

Those who can't live without a car should take a look at the Car Sharing website (www.comune.milano.it/servizi/car-sharing). You will discover that hiring a car, even for just a few hours, is not as expensive as you may think.

Cycling enthusiasts, who wish to explore the city on two wheels, can take advantage of the bicycle hire service BikeMi (www.bikemi.com), which is provided by the Municipality of Milan, or visit the website of Ciclobby (www.ciclobby.it), an association that has been promoting bicycle travel in the city and organising group excursions for many years.

For travelling outside of the city, useful websites include those of Trenitalia (www.trenitalia.com), the airports of Linate, Malpensa (www.sea-aeroportoimilano.it) and Orio al Serio (www.orioaeroporto.it) and the website of the motorway service (www.autostradale.it), which contains timetables and ticket prices for the buses that link Milan to several of Italy's most important tourist destinations.

Gruppo di quesiti n. 15

- 1) Il Senato Accademico
- 2) Il contratto dei ricercatori a tempo determinato

Brano in inglese:

Getting around

Milan is a strange city, as you will realize when you live here. The urban landscape is not dominated by monuments and works of art, as it is in Venice, Florence or Rome, yet there are a host of things to see and discover.

Milan is perhaps most famous for fashion, for theatre and for the international scope of its trade fairs, yet it conceals many wonderful surprises: you just have to know where to look or you can simply wander around, for example, venturing into the internal courtyards of the private palazzos in the city centre, most of which are extremely beautiful.

Gruppo di quesiti n. 16

- 1) Le modalità di accesso ai ruoli della Pubblica Amministrazione per il personale TAB
- 2) La nomina di un professore di seconda fascia

Brano in inglese:

Getting around

[...]

At one time, Milan was a navigable city, though not on the same level as Venice. It was Leonardo Da Vinci who was responsible for improving the canals which linked Milan to the Ticino and the Adda, by designing a system of locks. He also left another gift to the city, the famous fresco The Last Supper. To see it, you can book on-line at ww.vivaticket.it.

There are the masterpieces of the Brera Picture Gallery and wonderful Romanesque churches, such as the Basilica of Sant'Ambrogio and the Basilica of Sant'Eustorgio, which is said to hold the remains of the three Magi (which Sant'Eustorgio brought back from Constantinople) and, in the centre of the city, the striking gothic structure of the Duomo, which has always been the symbol of Milan.

[...]

Gruppo di quesiti n. 17

- 1) Il Nucleo di Valutazione
- 2) Formazione della graduatoria e approvazione atti di un concorso TAB

Brano in inglese:



Getting around

[...]

Milan is not far from Lake Como, Lake Maggiore and Lake Garda, the Alps, the Ligurian Sea and Venice, which is just a 2 and 1/2 hour train journey away.

Alternatively, you can stay in the city and visit one of the sports centres managed by the CUS, the University Sports Centre (<https://www.unimi.it/en/study/student-life/sports-and-leisure-activities>) and the Municipality (www.milanosport.it/) or enjoy the Milanese nightlife, which offers everything from the increasingly popular happy hours in the city centre or by the Navigli canals to discotheques. You may also wish to go to the theatre, the cinema (where you can also see original language films) or visit one of the many museums, which are open late into the evening.

Gruppo di quesiti n. 18

- 1) Il Collegio dei Revisori dei Conti
- 2) Le attività dei ricercatori a tempo determinato

Brano in inglese:

Erasmus + incoming

If you have applied at the university as part of the Erasmus + Program, you have to submit the following in person to the International Mobility and Promotion Office:

- your passport or another identity document
- two passport-size photos
- the certificate for Erasmus students issued by your own university
- your accident insurance certificate (it has to be valid abroad)
- your TEAM/EHIC (European Health Insurance Card) for medical assistance.

Gruppo di quesiti n. 19

- 1) Le Facoltà e le Scuole
- 2) Obblighi dei concorrenti durante l'espletamento di un concorso per la selezione di personale TAB

Brano in inglese:

List of the documents to be prepared abroad

For enrolment in Master's programmes:

- high school diploma, translated into Italian, legalized by the authorities of the country issuing the degree
- degree (Bachelor Sc. or equivalent), translated into Italian by an official translator, legalized by the competent authorities of the Country issuing the degree
- Declaration of Value issued by the Italian Embassy in the country where the degree has been obtained or Statement of comparability issued by CIMEA or validity certificate issued by ENIC-NARIC centers.

Gruppo di quesiti n. 20

- 1) Il Dottorato di ricerca
- 2) La cessazione di un rapporto di lavoro di un ricercatore a tempo determinato

Brano in inglese:

International enrolment in degree programmes

University enrolment in Italy is regulated by ministerial provisions that establish different admission procedures for *EU or EU-equivalent students* and *non-EU students* residing abroad.

Italian, European or non-European citizens with residence permits shall apply directly to the University. They don't need to pass any Italian proficiency test.

On the contrary, *non-EU students* residing abroad are required to submit a pre-enrolment application on University website and have access to reserved quotas in every degree programme. They have to pass an Italian proficiency test in order to be admitted. For possible exemptions, check the section "Italian language test".



Gruppo di quesiti n. 21

- 1) I Centri di Ateneo
- 2) La mobilità dei docenti di prima e seconda fascia

Brano in inglese:

Introduction

Students who decide to study in Italy often find themselves thrown into a system and a culture very different from those of their own countries; they have to also deal with unfamiliar and sometimes complex bureaucratic procedures.

It was for this reason that the Welcome Desk of the International Students Office was created, a University service for students, doctoral students and interns who come to Milan for the first time. The service is also dedicated to those who already live in the city and need to verify the validity of academic qualifications obtained abroad in order to enrol in one of our courses.

Milano, 20 aprile 2023

La Commissione

Dott.ssa Manuela Romeo - Presidente

Dott. Giancarlo Paolo Reverberi - Componente

Dott.ssa Ilaria Bardoni - Componente

Dott.ssa Marta Marchesi - Componente

Dott.ssa Martina Magnetta - Componente

Dott.ssa Simona Visconti - Segretaria