

CONCORSO PUBBLICO, PER TITOLI ED ESAMI, A N. 1 POSTO DI CATEGORIA C, POSIZIONE ECONOMICA C1, AREA AMMINISTRATIVA, CON RAPPORTO DI LAVORO SUBORDINATO A TEMPO INDETERMINATO PRESSO L'AREA DEL PERSONALE – UFFICIO MISSIONI. COD. 19PTA051

CRITERI VALUTAZIONE PROVA SCRITTA

La prova consiste in 3 domande, ogni domanda sarà valutata con un punteggio da 0 a 10, il punteggio finale sarà dato dalla somma del punteggio ottenuto su ogni domanda tenendo conto dei seguenti criteri:

- A Padronanza della materia
- B Capacità di sintesi
- C Utilizzo di un linguaggio tecnico appropriato
- D Chiarezza nell'esposizione

La verifica delle competenze informatiche verrà accertata attraverso lo svolgimento della prova tramite utilizzo di PC con sistema operativo Microsoft Windows 10ITA e Microsoft Office 2016 ITA.

CRITERI VALUTAZIONE PROVA ORALE

il punteggio da 0 a 30 punti verrà assegnato a seguito di valutazione complessiva tenendo conto dei seguenti criteri:

- A Padronanza della materia
- B Capacità di sintesi
- C Utilizzo di un linguaggio tecnico appropriato
- D Chiarezza nell'esposizione

Per l'accertamento della conoscenza della lingua inglese al candidato sarà sottoposto un brano da leggere e tradurre.

CRITERI DI VALUTAZIONE DEI TITOLI

a) anzianità di servizio, calcolata alla data di scadenza del bando, fino ad un massimo di 8 punti:

- anzianità di servizio prestata a tempo indeterminato o determinato presso le Università per un periodo continuativo almeno pari ad un anno: 2 punti per ogni anno. Il punteggio è dimezzato se il servizio è stato prestato nelle categorie inferiori rispetto alla categoria dei posti messi a concorso. Fino ad un massimo di 6 punti;
- anzianità di servizio prestata sotto forma di co.co.co. presso le Università, per un periodo continuativo almeno pari ad un anno: 1 punto per ogni anno. Fino ad un massimo di 3 punti;
- anzianità di servizio prestata a tempo indeterminato o determinato o co.co.co. presso altre Pubbliche Amministrazioni, per un periodo continuativo almeno pari ad un anno: 0,5 punti per ogni anno. Fino ad un massimo di 4 punti.

I criteri sono già stabiliti dal bando di concorso.

b) incarichi professionali, fino ad un massimo di 3 punti: vi rientrano gli incarichi di responsabilità o funzione specialistica, formalmente attribuiti, di durata continuativa almeno pari ad un anno.

La Commissione stabilisce i seguenti criteri di valutazione: Incarichi attinenti l'attività messa a bando fino a 2 punti (0,5 punti per ogni anno). Altri incarichi parzialmente attinenti fino a 1 punto (0,5 punti per ogni anno).

c) altri titoli, fino ad un massimo di 3 punti: vi rientrano i titoli di studio, i titoli scientifici quali pubblicazioni e lavori originali, altri titoli quali attività didattiche, partecipazione a convegni in qualità di relatore o correlatore.

La Commissione stabilisce i seguenti criteri di valutazione: Titoli di studio: solo laurea triennale 1 punto; laurea specialistica, laurea magistrale e laurea vecchio ordinamento 2 punti. Pubblicazioni 0,5 punti per ogni pubblicazione fino ad un massimo di punti 1. Partecipazione a convegni in qualità di relatori o correlatori 0,2 punti per ogni attestato. Dottorati, Master, Scuole di Specializzazione, 1 punto per ogni titolo.

d) precedenti esperienze professionali, fino ad un massimo di 3 punti: vi rientrano le precedenti attività lavorative, svolte a qualsiasi titolo di durata continuativa almeno pari ad un anno.

La Commissione stabilisce i seguenti criteri di valutazione: Esperienze attinenti l'attività messa a bando 1 punto per ogni anno. Altre esperienze lavorative parzialmente attinenti l'attività messa a bando 0,5 punti per ogni anno.

e) formazione, fino ad un massimo di 3 punti: vi rientrano gli attestati di qualificazione e/o specializzazione a seguito di corsi di qualificazione e/o specializzazione organizzati da pubbliche amministrazioni o enti privati e gli attestati di partecipazione a convegni o seminari di studio o corsi di formazione.

La Commissione stabilisce i seguenti criteri di valutazione: per attestati di qualificazione e/o specializzazione a seguito di corsi di qualificazione e/o specializzazione organizzati da pubbliche amministrazioni o enti privati *fino a 1,5 punti per ogni attestato*, per attestati di partecipazione a convegni o seminari di studio o corsi di formazione 0,1 punti per ogni attestato.

TRACCE PROVA SCRITTA

TRACCIA A

Le immobilizzazioni immateriali.

Con l'entrata in vigore del Decreto del Ministero degli Affari Esteri del 23 marzo 2011 "Misure e limiti concernenti il rimborso delle spese di vitto e alloggio per il personale inviato in missione all'estero" vengono individuati diversi trattamenti di missione. Il candidato illustri le differenze.

In riferimento al Regolamento per le missioni dell'Università degli Studi di Milano-Bicocca, il candidato illustri le modalità di erogazione dell'anticipo missione.

TRACCIA B

Le immobilizzazioni materiali.

Il candidato illustri quali sono le spese ammissibili nell'ambito del territorio comunale e quali concorrono a formare reddito di lavoro dipendente.

Il concetto di missione e l'autorizzazione allo svolgimento della missione come disciplinati dal Regolamento per le missioni dell'Università degli Studi di Milano-Bicocca.

TRACCIA C

I ratei e i risconti.

Il candidato, in relazione al trattamento di missione, descriva il rimborso con metodo analitico ed il rimborso con il metodo alternativo e ne illustri le differenze.

In riferimento all'allegato 1 del Regolamento per le missioni dell'Università degli Studi di Milano-Bicocca il candidato illustri le spese di viaggio e le spese per vitto e alloggio.

QUESITI PROVA ORALE

QUESITO N. 1

- 1) Il candidato parli dei mezzi di trasporto nell'ambito del Regolamento Missioni.
- 2) Differenza tra lo stato patrimoniale e il conto economico.

QUESITO N. 2

- 1) Quali sono i servizi accessori rimborsabili nell'ambito del Regolamento Missioni.
- 2) Le immobilizzazioni.

QUESITO N. 3

- 1) Il candidato illustri il trattamento fiscale delle indennità per trasferte e missioni fuori dal territorio comunale per il personale dipendente.
- 2) Il principio di competenza economica e come si applica nel bilancio.

QUESITO N. 4

- 1) Il candidato elenchi quali sono le spese rimborsabili all'estero secondo il Regolamento Missioni di Ateneo.
- 2) L'ammortamento.

QUESITO N. 5

- 1) Il candidato illustri gli elementi principali contenuti nel Decreto del Ministero degli Affari Esteri del 23/03/2011.
- 2) I costi.

QUESITO N. 6

- 1) IL candidato illustri il termine "Sede di servizio" nell'ambito del regolamento Missioni di Ateneo.
- 2) L'attivo dello stato patrimoniale.

QUESITO N. 7

- 1) Il candidato illustri quali sono le spese di missione che concorrono a formare reddito.
- 2) I debiti.

IN ALLEGATO I BRANI DELLA PROVA DI INGLESE

IL PRESIDENTE DELLA COMMISSIONE

Dott.ssa Sara Colombo



ADMISSIONS (/NEWS-LISTING?CATEGORY=67)

Oxford University has announced that more than 22% of undergraduate students starting in 2019 were Britons from Black and Minority Ethnic (BAME) backgrounds – up from 18% on the previous year's UCAS admissions statistics. The overall proportion of Black students admitted is up from 2.6% in 2018 to 3.1% in 2019.

2019 was a milestone year for Oxford's commitment to access. In May, two new initiatives – Opportunity Oxford and Foundation Oxford, were announced, alongside a steady increase in the number of students choosing the University choosing from under-represented backgrounds. And, just last week, the University unveiled the Oxford–Arlan Hamilton and Earline Butler Sims Scholarship – its first dedicated, fully funded scholarship at undergraduate level for black British students from disadvantaged backgrounds, provided by the international tech entrepreneur Arlan Hamilton.

Professor Martin Williams, Pro-Vice-Chancellor for Education at Oxford University said: 'It has been a busy 12 months at Oxford, and I am thrilled to share that our efforts to widen access and build a University environment where talented students from every background and region, are welcome and would want to be here, are moving in the right direction.

'These developments are testament to the individuals working towards and driving our access agenda day to day. Our access and outreach teams work with schools, families and communities to reach students and provide opportunities for them to decide for themselves based on facts and what we have to offer them – not hear say, or long-held perceptions, whether Oxford is the place for them.'

With students who have applied to the University in this cycle will be set to take part in the Opportunity Oxford pilot programme in summer 2020, and the first Oxford–Arlan Hamilton Earline Butler Sims scholar due to begin at the University in the next academic year, 2020 looks set to be as progressive for Oxford as the previous year.

As well as continued efforts to sustain an inclusive undergraduate student body, specific attention will be given to ensuring that the University environment is as inclusive as it can be, from the curriculum studied to the behaviours observed. Work will also focus on postgraduate admissions, and expanding the University's offering for students who have been through the care system.

Professor Williams added: 'Truly being an inclusive institution is about more than just talking about access and attracting students from less traditional backgrounds. All students need to feel and trust that Oxford is somewhere they feel welcome, valued and respected, and that their wellbeing matters to the University. I am proud to be a part of this exceptional University community, and over the next 12 months I look forward to sharing more about our work to take Oxford University to the next level.'

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An exceptional education

Oxford is a famous university because it offers one of the best educations in the world and has been doing so for a very long time. We believe a world-class education will expand your choices and enrich your experiences, allowing you to fulfil your potential and make the most of life's opportunities.

Personalised learning

Tutorials offer you individual attention from academic experts.

(<http://www.ox.ac.uk/admissions/undergraduate/student-life/exceptional-education/personalised-learning>)

General course structure

A general summary of how our courses and academic year are structured.

(<http://www.ox.ac.uk/admissions/undergraduate/student-life/exceptional-education/course-structure>)

World-class learning resources

On your doorstep - free access to some of the best learning resources anywhere.

(<http://www.ox.ac.uk/admissions/undergraduate/student-life/exceptional-education/learning-resources>)

Oxford at No. 1 for the third year running

(<http://www.ox.ac.uk/content/ug-oxford-no-1-third-year-running?width=1150&height=850>)

Research

Work alongside some of the world's most famous researchers.

(<http://www.ox.ac.uk/admissions/undergraduate/student-life/exceptional-education/research>)

Discover the impact of Oxford research

Watch videos in which our academics discuss their research and why this matters.

(<https://www.ox.ac.uk/research/research-impact/impact-films?wssl=1>)

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A small, stylized handwritten signature or mark in the bottom right corner.

Research

OXFORD'S RESEARCH YOUR OWN RESEARCH RESEARCH CARE



The University of Oxford is the world's number one university according to the Times Higher Education Rankings 2017-18 (<http://www.ox.ac.uk/news/2017-09-05-oxford-university-claims-top-world-ranking-second-year>). The latest Research Excellence Framework from 2014 (<http://www.ox.ac.uk/research/research-impact/research-with-impact>) also places Oxford top in the UK for research quality.

Oxford's incredible research output is something that draws students and staff from all over the UK, the EU and the world. As an undergraduate student, you have the opportunity to participate in this exciting work - as well as pursue your own research interests.

Oxford's research

Oxford is rightly famous for our excellence in research. The academic staff who teach our undergraduate students every week are world experts in their field - they may well have written the text books you use to study your subject! And our face-to-face tutorial teaching system means you won't be just a face in the crowd, instead you'll be joining their discussions in a group of two or three.

You can find out more about the academic staff in our colleges by visiting the colleges' own websites (<http://www.ox.ac.uk/admissions/undergraduate/colleges>), and discover more about the cutting-edge research conducted at the University on our Research pages (<http://www.ox.ac.uk/research?wssl=1>).

Your own research

Many of our undergraduate courses give their students the opportunity to follow their own research, in depth, for a dissertation or research project. These pieces of independent research often take place towards the end of a degree, and allow you to focus on a subject that you've found particularly interesting and to develop excellent research skills. Visit the website for your course to see what research opportunities are built into the programme.

Oxford recognises the excellent research carried out by our undergraduate students by awarding many college, department or University-wide prizes

(<http://www.ox.ac.uk/students/fees-funding/prizes-and-awards/gibbs>) each year. Our undergraduates also compete for national and international prizes for their research - for instance, in November 2017 a multi-disciplinary team from Biochemistry, Engineering, Biology and Medicine won an international prize (<https://www.mpls.ox.ac.uk/news/oxford-igem-team-wins-gold-medal-and-award-for-best-diagnostics-project>) for their work on a cheap and reliable diagnostic tool for Chagas disease.

Find out about the research opportunities offered by your course (<http://www.ox.ac.uk/admissions/undergraduate/courses-listing>).

Research careers

If you're thinking about making further study your career after you complete your Oxford degree then you're not alone. Over a third of our graduates go on to take some kind of further study - whether joining the nearly 6,000 research students here at Oxford, or by studying at other universities in the UK and around the world.

Read more about further study (<http://www.ox.ac.uk/admissions/undergraduate/student-life/building-your-future/further-study>) and be inspired by these short videos featuring the impact of Oxford's research (<http://www.ox.ac.uk/research/research-impact>).

“ The Biomedical Science degree cherry picks the interesting parts of medicine, biochemistry and psychology (in my opinion) and allows us to choose which of these we want to study more of from our second year, and continue to specialise in our third year. This gives me a great deal of control over my learning. My degree also includes an 8-week lab project, which gives you a real insight into experimental work.



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About your studies

Where will you be taught?

Term-time teaching on our undergraduate courses normally takes place in central Oxford, usually in buildings belonging to your college or department though sometimes in other venues. Some courses also have field trips or other activities away from Oxford, as explained in the course descriptions.

For information about teaching locations for Medicine, visit the Medicine course page (<http://www.ox.ac.uk/admissions/undergraduate/courses-listing/medicine>).

Studying abroad

Unless doing a language degree, it is unusual to study out of Oxford during term time as we want all our students to benefit from the University's teaching expertise and resources.

Who will teach you?

Most tutorials, classes, and lectures are delivered by staff who are tutors in their subject. Many are world-leading experts with years of experience in teaching and research. Some teaching may also be delivered by postgraduate students who are usually studying at doctorate level.

How will you be taught?

Read about the exceptional education (<http://www.ox.ac.uk/admissions/undergraduate/student-life/exceptional-education>) you will receive at Oxford.

Where can you find more details about our teaching year?

Visit our Academic Year page (<http://www.ox.ac.uk/admissions/undergraduate/courses/academic-year>) for information about the structure of our teaching year, term dates, vacation dates, typical workload and exams.

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Oxford and Brexit

University statement on Brexit

Oxford's international character has allowed it to prosper as one of the world's leading universities, renowned for the quality of its teaching and research. In recent decades, its scholarly activities have been sustained by the UK's membership of the European Union and the opportunities that has provided to recruit high quality staff and students and to access both research funding and research networks. Oxford's outward-looking character is confirmed by high numbers of international partnerships, staff and students. Currently 18% of Oxford's staff and 16% of its students are from elsewhere in the European Union. In 2015/16, it received £74m (14% of its research funding) from the EU.

Following the outcome of the 2016 referendum, the UK's relationship with the EU will change significantly. Over the course of the Brexit process, Oxford will work with Universities-UK, the Russell Group, and other relevant bodies, such as the learned societies, to ensure the rights of current and future EU staff members and students, and to ensure that it can continue working as effectively as possible with its European partners in the years to come.

In addition, Oxford will seek to inform the conduct of the Brexit negotiations through advice to government and parliament on strengthening the UK's world-class universities, which have been such an asset to the UK in terms of education and research, and economic growth. Oxford will also assist in the development of strategies to enable the UK to adapt as effectively as possible to its future position outside the EU.

Oxford's desired outcome from the Brexit negotiations is a continuing strong relationship with the EU, one that will sustain its ability to:

- participate in future EU Framework programmes and conduct world-class collaborative research with EU colleagues
- host European Research Council grants
- co-ordinate and host collaborative European projects and infrastructures
- recruit and retain the best staff regardless of nationality
- recruit the best students regardless of nationality
- influence future research agendas.

Oxford has always welcomed international staff and students, and will continue to do so now and in the future. It will sustain and develop its links with universities within the EU and around the globe and will forge new links. Oxford has been an international university for centuries. It is our intention that it should remain an international university for centuries to come.

A conversation about Brexit

A conversation about Brexit for staff, facilitated by the Vice-Chancellor. (SSO required)

(<https://staff.admin.ox.ac.uk/conversation-about-brexit>)

For Staff

Information and guidance for EU staff.

(<https://staff.admin.ox.ac.uk/oxford-and-the-eu-staff-q-2>)

For students

Information for current and prospective EU students.

(<https://www.ox.ac.uk/students/eureferendum>)

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Gateway to Europe

About Us Horizon 2020 Collaborate Non-Horizon 2020 FP7

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Horizon 2020 Funding

- ▼ Overview
- ▼ Applying for Horizon 2020 Funding Opportunities

Overview

Horizon 2020 work programmes are released on a multi-annual basis. The current 2018/2019/2020 Work Programme can be accessed through the European Commission's Research and Innovation Participant Portal.

Useful EC guidance and information is also available through the Participant Portal.

Horizon 2020 calls are organised by thematic area.

Most call topics are for collaborative research projects to address challenges defined in the call topic description. Topics can emphasise applied research or can be more open in scope. The type of activity expected is covered in the topic description, as is the expected scope and impact of projects.

European Research Council (ERC) calls are high value opportunities for individual researchers to propose their own frontier science projects.

The Marie Skłodowska-Curie programme includes calls for Individual Fellowships and for collaborative research training networks, in both cases the research topic is proposed by the applicants.

For information on all areas see our Horizon 2020 Work Programme pages, consumer calls pages on the Participant Portal, or access the Work Programme the Participant Portal.

Oxford Research Office. Their website contains useful information about 2020, including early notification of EC information events. All Oxford

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Advice for film companies

There is no central office for obtaining permission to film at Oxford University. Colleges and departments, including libraries and museums, make their own decisions about permitting filming and in almost every case you will need to contact the relevant person at each place you wish to film.

General advice on filming in Oxford is provided below. Please note that Oxford is not a campus university and is administratively very devolved. This means that there is no single office which can grant blanket permission for filming on university and college premises. In the majority of cases you will need to contact each location at which you wish to film.

Please note that colleges and departments will take time to consider your request, and in most cases you should not expect to be given permission to film with less than a week's notice.

Do you want to film for a news item or documentary about the University of Oxford?

The News & Information Office *may* be able to provide limited assistance but please bear in mind that we receive many requests of this nature and are not able to respond positively to all of them.

The nature of the assistance we can provide varies, but we *may* be able to assist with, for example, identifying who you need to contact to film at different locations within the university, suggesting suitable interviewees, or providing background briefing and information on Oxford University.

If your film is about the University of Oxford, please email news.office@admin.ox.ac.uk (mailto:news.office@admin.ox.ac.uk) setting out:

- the name of the programme, including information on the station on which it is broadcast and audience figures
- a synopsis of or detailed information on the film
- what and where you want to film – please be as specific as possible
- who you wish to film – let us know whether you want to talk to staff or students, and whether you have already identified who you want to film
- if the film is not exclusively about Oxford, please set out how the Oxford segment fits in to the programme overall
- preferred dates for filming and how long you estimate filming will take
- number of people in the film crew
- when the film will be broadcast

Note that permission is not usually granted to film at lectures or graduation ceremonies.

Companies applying to film on university or college premises must hold valid public liability insurance.

All requests are subject to the approval of the relevant college, department, etc.

Do you want to use university or college locations for a commercial film or programme which is not about the University of Oxford?

The News & Information Office cannot assist with location finding for feature films, drama productions, documentary and other productions which are not about the University of Oxford. Please contact individual locations or Educational Media Services (<http://help.it.ox.ac.uk/media/filming>) for more information. The external organisation Location Oxfordshire (<http://www.locationoxfordshire.co.uk/>) may also be able to help.

Please note that production companies using university and college locations for filming of this nature will be asked for a facility fee. Colleges and departments set their own fee rates so please contact the place where you wish to film for details. Companies will be required to sign a contractual agreement with the college or department, and must hold valid public liability insurance.

LOCATIONS INCLUDE

- Ashmolean Museum (<http://www.ashmolean.org/services/venuehire>)
- Bodleian Library (<https://www.bodleian.ox.ac.uk/about/filming>)
- Botanic Garden (<https://www.botanic.ox.ac.uk/hire-our-spaces-0>)
- Examination Schools (http://www.admin.ox.ac.uk/schools/conferencecentreoxford/photos_filming/)
- Oxford University Museum of Natural History (<http://www.oum.ox.ac.uk/about/events3.htm>)
- Oxford University Sport (<http://www.sport.ox.ac.uk/facilities/venue-hire/>)
- Pitt Rivers Museum (<https://www.prm.ox.ac.uk/contact-us>)
- Sheldonian Theatre (http://www.ox.ac.uk/subsite/sheldonian_theatre/sheldonian_theatre/hiring/film_hire.html)