BUSTA N. 1

1. Ruolo e composizione del Consiglio di Amministrazione delle università.

2. Doveri e responsabilità del pubblico dipendente.

3. Please, read and translate...

10 reasons for studying in Padua

A broad range of multidisciplinary courses - Padua offers a broad and comprehensive portfolio of programs; interconnections among the different disciplines generate a vibrant and stimulating learning environment.

One of Europe's oldest and most renowned universities - It was founded in 1222 by students and lecturers in a bid to spread freedom of thought within study and teaching. Since then, students, researchers and alumni have deeply contributed to the improvement of knowledge, science and society.

BUSTA N. 2

1. Ruolo e composizione del Senato accademico delle università.

2. La struttura del provvedimento amministrativo. Il preambolo.

3. Please, read and translate...

Superior education -The University of Padua is a TOP 250 university in the world. It is also recognised as the best university in Italy for teaching quality (based on the 2018 evaluation of ANVUR, the Agency of the Italian Ministry of University and Research in charge of assessing university performance). It provides a solid academic background and excellent training, ensuring that graduates can brilliantly succeed in their professions.

M

BUSTA N. 3

1. Quali sono gli organi statutari e loro principali funzioni.

2. I compiti del Responsabile per la trasparenza.

3. Please, read and translate...

A leading international university for research - the University of Padua is one of the most cited universities in the world. Academic staff develop ground-breaking research tackling global challenges and supporting the advancement of knowledge, science and society. The University is recognised as the best university in Italy for research quality

N

BUSTA N. 4

1. Incarico e funzioni del Direttore Generale.

2. L'ANAC e il Piano Triennale di prevenzione della corruzione e trasparenza (PTPCT).

3. Please, read and translate...

An international community - A large and vibrant international community of staff, students and alumni support the development of the University's missions at global level. The University participates in leading international networks, and its research and teaching projects involve lecturers from all over the world. Students can benefit from internationalized curricula and numerous study abroad opportunities.

iM

BUSTA N. 5

1. L'incompatibilità tra cariche accademiche degli organi.

2. Modalità di reclutamento del personale alle dipendenze della PA.

3. Please, read and translate...

A student-centred town - The University affords a unique learning environment and is intertwined with the town and its layout. Its research centres, Departments and Schools are located across the town, and its students account for over 30% of the local population.

A unique setting - Padua is a welcoming and charming city, ensuring one of the finest experiences of Italian arts, culture and lifestyle. It combines history, culture and art with thriving businesses in every sector.

M

BUSTA N. 6

1. Il Rettore: elettorato passivo e funzioni.

2. L'attività consultiva e le valutazioni tecniche nel procedimento amministrativo.

3. Please, read and translate...

Service quality - 90% of students are highly satisfied with their academic career and student experience at the University of Padua.

Financial incentives - Padua's fees are extremely competitive when compared with those of other top-ranking universities. The University of Padua grants a large number of merit-based and income-based scholarships sponsoring international students' tuitions and/or living costs.

Strategic position - Efficient air, rail and road transportation links with the main cities in Italy and abroad international cities

M

BUSTA N. 7

1. Le funzioni dei Dipartimenti.

2. Le condizioni di liceità del trattamento dei dati relativi alla salute (Regolamento UE 2016/679, c.d. GDPR)

3. Please, read and translate...

The University of Padua is a world-leading research-intensive university that has been driving global change since its foundation in 1222. Loyal to its motto Universa Universis Patavina Libertas (Paduan freedom is universal for everyone), it has always been a bastion of free thought, study and research.

During eight centuries, students, researchers and alumni have provided key contributions to the advancement of knowledge, science and society

M

BUSTA N. 8

1. Le funzioni delle Scuole di Ateneo.

2. La struttura del provvedimento amministrativo. La motivazione

3. Please, read and translate...

The University of Padua is today a multidisciplinary institution with 8 Schools and 32 Departments offering a broad and comprehensive portfolio of programs, ranging from Engineering to Business and Political Sciences, from Medicine to Humanities, from Psychology to Agriculture, from Law to Science.

Students benefit from world-class educational institution and enjoy an exciting student life in Padua, where they build long-lasting relationships and grow personally, academically and professionally.

BUSTA N. 9

1. La rappresentanza studentesca nelle università.

2. Il titolare del trattamento dei dati personali degli studenti e delle studentesse.

3. Please, read and translate...

Graduates are global citizens that succeed in all professional fields and bring their expertise and dedication to excellence into the world. A degree from the University of Padua is recognised as a prestigious achievement in the labour market worldwide.

The University is also the scientific and cultural heart of Italy's industrious North-East, providing highly specialized training for the area's 5-million-plus residents and its 400,000-plus companies, a role made possible by its extensive network of campuses located across the Veneto region.

BUSTA N. 10

1. Gli organi del Dipartimento e le loro principali funzioni. La Giunta.

2. Differenze tra accesso civico semplice e accesso generalizzato (d.lgs. 33/2013, c.d. decreto trasparenza).

3. Please, read and translate...

ENROLLING IN BACHELOR'S, MASTER'S AND SINGLE-CYCLE DEGREE PROGRAMMES

International students can submit their application on our website, a user-friendly platform where they should upload all the necessary documents and have their educational background checked by the Faculty.

Admission procedures may include a compulsory test, to be sat online (e.g.: TOLC) or in Padua.

The number of places available for each programme can be either limited (by the University itself, or on a national basis by the Italian Ministry of University and Research, for instance the Single-cycle degree in Medicine and Surgery) or unlimited.

M

BUSTA N. 11

1. Gli organi del Dipartimento e le loro principali funzioni. Il Consiglio.

2. Obblighi di trasparenza. Dati relativi ai contratti pubblici di lavori, servizi e forniture (art. 37 d.lgs. 33/2013).

3. Please, read and translate...

ENROLLING IN SINGLE COURSE UNITS

The University of Padua gives the opportunity to attend up to 5 individual course units per academic year and to sit the respective examinations without being enrolled in the complete programme.

Anyone can apply to single course units, even if already enrolled at a public or a private university in Italy (except for the University of Padua) or abroad.

A fee is charged for enrolment in each unit. Enrolment in single units is not available for all programmes.

R

BUSTA N. 12

1. Gli organi del Dipartimento e le loro principali funzioni. Il Direttore.

2. L'obbligo di conclusione del procedimento. Termini e trasparenza.

3. Please, read and translate...

ENROLLING IN A PhD

The University of Padua strongly prioritizes third-level education and has been expanding its support for research training, in order to ensure the highest standards. Complete descriptions of research fields, methods and selection criteria are available in the Call for applications published each academic year (usually in Spring) on the University's website.

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BUSTA N. 13

1. L'attività didattica e di ricerca all'Università

2. Il regime delle sanzioni disciplinari del lavoro pubblico contrattualizzato. Il licenziamento

3. Please, read and translate...

ENROLLING IN SHORT SPECIALISATION DEGREES

Postgraduate students can enrol in short specialization degrees, a series of courses with limited places focusing on specific subjects. To check admission requirements, deadlines and available scholarships, students need to refer to the Call for applications of the course they are interested in, which is published annually on the University's website.

W

BUSTA N. 14

1. L'autonomia dell'Università.

2. Obblighi di trasparenza: responsabilità e sanzioni (art. 47 d.lgs. 33/2013).

3. Please, read and translate...

GALILEAN SCHOOL OF HIGHER EDUCATION

The Galilean School of Higher Education is a unique opportunity to become part of a community, whose members are accommodated free-of-charge in dedicated college, enjoying a series of opportunities and sharing their learning experience. This top-level educational path includes a Bachelor's or Master's degree at the University of Padua, seminars and additional courses taught by internationally-renowned lecturers, professors and tutors, and individual guidance activities. Every year 30 students (8 for Humanities, 8 for Social Sciences and 14 for Natural Sciences) of any nationality are selected through a rigorous test for admission to the first year in the School. Moreover, up to 4 international students can be admitted to the first year of a Master's degree following selection with public Call for applications.

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BUSTA N. 15

1. l Centri: tipi e funzioni.

2. I poteri di autotutela. L'annullamento d'ufficio del provvedimento amministrativo (art. 21nonies, L. 241/1990).

3. Please, read and translate...

MARCO POLO PROJECT

The Marco Polo project was set up to encourage Chinese students to acquire a proficiency level (B1/B2 of the Common European Framework) in Italian language through intensive courses in Italy, held from November to August.

Marco Polo candidates can then enrol in a study programme at the University of Padua following the standard admission procedures, without applying for a new visa.

BUSTA N. 16

1. Le competenze del Dipartimento.

2. La partecipazione al procedimento amministrativo. Il preavviso di provvedimento negativo (art. 10-bis, L. 241/1990).

3. Please, read and translate...

DEGREE PROGRAMME FEES (BACHELOR'S, MASTER'S, SINGLE CYCLE DEGREES)

Payment of university fees gives students access to all services provided by the University of Padua. The maximum fee depends on the programme, but it does not exceed 3,000 euros per year and it is divided into 3 instalments.

Tuition fees can be significantly reduced based on the student's financial standing, which is assessed by the University of Padua's partner Fiscal Assistance Centre. This service is offered free of charge and is also useful to access other benefits and funding opportunities.

BUSTA N. 17

1. Regolamenti di Ateneo e codice etico.

2. Contratti di lavoro a tempo determinato alle dipendenze delle amministrazioni pubbliche.

3. Please, read and translate...

SCHOLARSHIPS AND AWARDS

The University of Padua, the Veneto Region and other public or private institutions allocate a series of merit-based and income-based scholarships to support students.

For instance, the Padua International Excellence Scholarship is a merit-based programme and is reserved to highly talented prospective international students wishing to pursue a Bachelor's or Master's degree completely held in English.

The Veneto Region Scholarship provides low-income students with financial supports, full tuition fee waiver and discounted access to other services like accommodation and canteens.

BUSTA N. 18

1. Gli organi della Scuola di Ateneo. Il Consiglio.

2. Posizione e compiti del Responsabile della protezione dei dati (c.d. DPO) in base agli artt. 37-39 del Regolamento generale per la protezione dei dati personali (Regolamento UE 2016/679, c.d. GDPR).

3. Please, read and translate...

HOUSING

During their university career in Padua, students can find accommodation:

• at ESU residences. Fees depend on income, merit and type of accommodation. An online Call for applications is published every year at the beginning of the summer.

• in private halls of residence: different prices and conditions are applied based on supplied services (e.g. half/full board). Some private residences reserve some places for international students.

• in private flats, possibly shared with other people.

A new Housing Office, established in September 2020, supports international students in searching suitable accommodation in the private market and dealing with accommodation paperwork.

SELEZIONE PUBBLICA N. 2020S63, PER ESAMI, PER LA FORMAZIONE DI UNA GRADUATORIA, PER LA STIPULA DI CONTRATTI DI LAVORO A TERMINE, CATEGORIA C, MINISTRATIVA, TEMPO PIENO/PARZIALE, AI SENSI POSIZIONE ECONOMICA C1, A DEL D.LGS. 30/03/2001, N. DEL D.LGS. 15/06/2015, N. 81 IN QUANTO COMPATIBILE E DEL C.C.N Mahcan Juesh mith Mahcan Mith Mahcan PRESSO L'UNIVERSITÀ DEGLI STUDI DI PADOVA, SUPPORTO ALLE ATENEO

1. Il Collegio de

2. La partecipazione al p. comunicazione di avvio del procedu.

o. Modalità e contenuti della. 241/1990).

3. Please, read and translate...

LIBRARIES AND STUDY ROOMS

Thanks to 29 libraries within the University Library System, the University of Padua offers an extremely wide range of volumes, magazines, electronic scientific journals, e-books, sector-specific databases, and other multimedia products. Students are free to use any University study and computer rooms, in addition to library reference rooms.

BUSTA N. 20

1. Diritto allo studio, tutorato e orientamento.

2. Diverse forme di silenzio amministrativo (inerzia della PA). Il silenzio assenso (art. 20, L. 241/1990).

3. Please, read and translate...

LANGUAGE COURSES

The CLA (Centro Linguistico di Ateneo – University Language Centre) promotes the learning of modern foreign languages and of Italian as a foreign language.

It organises courses and learning activities, encourages self-learning initiatives, and carries out language assessment of any type and at any level. It features a media library, whose resources are accessible for free to all students and staff

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BUSTA N. 21

1. Capacità di diritto pubblico e privato dell'Ateneo.

2. Misure per garantire la pari opportunità tra uomini e donne nella PA.

3. Please, read and translate...

HEALTHCARE AND PSYCHOLOGICAL SUPPORT

International students can benefit from the National Health Service, on certain conditions, just like Italian citizens. The Psychological Assistance Service is a point of reference for any students who encounter psychological difficulties during their studies (anxiety, relationship problems, academic performance). It provides counselling and valuable information and support regarding addictions (smoking, alcohol, drugs, eating disorders etc.). The service is completely free of charge for all students of the University of Padua.

M

BUSTA N. 22

1. La partecipazione degli studenti alla vita dell'Ateneo.

2. Segnalazione di illeciti da parte del dipendente: obblighi e tutele.

3. Please, read and translate...

SPORT

Thanks to the CUS (Centro Universitario Sportivo - University Sports Centre), the University of Padua offers many possibilities to practice sport (for instance athletics, rugby, volleyball, basketball, boat races) both at competitive and amateur levels in two sports facilities in Padua. Every year students can take part in the Ludi del Bo (tournaments for university students and staff) and in the National University Championships. The University supports students with disabilities willing to practice sport, especially Paralympic disciplines. The University of Padua also grants some financial benefits to athlete-students with specific competitive sport merits.

h~

BUSTA N. 23

1. Gli organismi di garanzia all'Università di Padova. Il difensore civico.

2. La struttura del provvedimento amministrativo. Il dispositivo.

3. Please, read and translate...

STUDENT ASSOCIATIONS

The University of Padua features several social, cultural and sport associations involving the university community and the citizens of Padua.

International Student Council is the representative association of international students at the University of Padua, providing support and promoting social interaction and cultural exchanges.

Erasmus Student Network (ESN) is a non-profit international student organisation that provides opportunities for cultural understanding and self-development under the principle of "Students Helping Students".

N

BUSTA N. 24

1. Gli organismi di garanzia all'Università di Padova. Il Comitato unico di garanzia.

2. Principi generali dell'attività amministrativa. Il diritto di accesso.

3. Please, read and translate...

The University of Padua provides all students with global perspectives during their studies, whether or not they spend time abroad. The international dimension of the University is witnessed both by the growing number of programmes completely held in English and by many spontaneous activities, such as countless international research cooperation projects. Students

develop an international and intercultural approach thanks to an integrated teaching method that suggests a global vision on the key elements debated during the lessons. This modern perspective is ensured by a significant presence of international visiting scientists and professors from outstanding universities and research institutes. Becoming a student of the University of Padua means accessing to an open community, made of local and international students, as well as internationally mobile incoming students with many different cultural and educational backgrounds.

BUSTA N. 25

1. Consulta dei Direttori di Dipartimento.

2. I diritti degli interessati. Il diritto all'oblio (Regolamento UE 2016/679, c.d. GDPR).

3. Please, read and translate...

JOINT AND DOUBLE DEGREE PROGRAMMES

The University of Padua offers a variety of international joint and double degree programmes in cooperation with key partners worldwide.

The programmes are based on complementary courses at the partner universities, which offer their leading expertise to the students.

Students enrolling in such programmes spend one or more semesters at a partner university and acquire either a single qualification jointly signed by both academic institutions (joint degree) or the final national qualifications of the involved institutions (double degree).

M

BUSTA N. 26

1. Collegio di disciplina: funzioni e funzionamento.

2. L'obbligo di conclusione del procedimento. Il potere sostitutivo in caso di inerzia.

3. Please, read and translate...

SUMMER AND WINTER SCHOOLS

Top quality intensive courses are jointly organized by the University of Padua with other national and/or international institutions. Lasting up to two weeks, they are addressed to students who hold at least a Bachelor's degree, PhD students, researchers, professionals and public or private sector employees.

Activities are usually carried out in English and include workshops, practical exercises, seminars, lab activities and guided tours.

th

BUSTA N. 27

1. Principi fondamentali dell'azione dell'Ateneo.

2. La disciplina delle mansioni superiori nell'ambito del pubblico impiego in base al d.lgs. 165/2001 (c.d. Testo unico sul pubblico impiego).

3. Please, read and translate...

INTERNATIONAL MOBILITY

The University of Padua has been promoting student mobility for over 30 years, deeply convinced of the importance of a life experience abroad in improving communication, language and inter-cultural skills, and gaining valuable soft skills.

All University of Padua students have the opportunity to spend a semester or a full academic year at a partner university either to study or to carry out research.

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BUSTA N. 28

1. Gli organi dell'Università competenti in materia di didattica.

2. Rapporti tra indirizzo politico e gestione amministrativa.

3. Please, read and translate...

Thanks to the existence of several bilateral agreements with other universities all over the world, as well as the extensive participation in European programmes for research and education, the University of Padua offers many international opportunities to study abroad.

Every year thousands of students take part in mobility programmes or attend international courses, thus having the chance to study new subjects, get to know different cultures and see what other educational systems are like.

M

BUSTA N. 29

1. Consiglio del personale tecnico amministrativo.

2. Motivazione e vizi di merito (inopportunità): conseguenze e rimedi.

3. Please, read and translate...

WORK OPPORTUNITIES

In accordance with the Italian law, EU students are free to work during their studies; non-EU students with a valid residence permit are allowed to work up to 20 hours/week. The University of Padua offers some part-time jobs, which are advertised in specific public Calls for applications.

The University of Padua promotes, through the Career Service Office, training periods in companies, public or professional bodies. They are addressed to currently enrolled students

(curricular internship), recent university graduates, who can apply within 12 months after earning their degree (extracurricular internship), and unemployed graduates (work placement/reintegration internship).

BUSTA N. 30

1. Consiglio degli studenti.

2. Esclusioni e limiti all'accesso civico.

3. Please, read and translate...

INCLUSION

Students with disabilities or Specific Learning Disabilities (SLD) have access to specific tools and services supplied by the University of Padua in order to overcome barriers and be as independent as possible in their studies. Students with a disability can also benefit from special scholarships and fee-waivers, based on family income, merit and disability level.

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BUSTA N. 31

1. Le commissioni scientifiche (di area, di Ateneo) e la commissione didattica.

2. Le fasi del procedimento amministrativo.

3. Please, read and translate...

Offering Jobs and Meeting Students

The University of Padua aims to bring together demand and supply in the job market through direct contact and continuous dialogue with businesses and organizations. It promotes career opportunities in Italy and abroad for students and graduates through job windows, which are complemented by other channel

M

BUSTA N. 32

1. Gli organi monocratici dell'Università di Padova.

2. Provvedimenti attributivi di vantaggi economici: criteri e obblighi di trasparenza.

3. Please, read and translate...

Career Day

Career days are one-day fairs that provide students with the chance to meet employers faceto-face, to learn about current vacancies and opportunities available, and to market themselves to prospective employers. They are also an extremely effective way to advertise your vacancies, company's graduate schemes and available internships.

If you are wishing to register an interest in exhibiting at any of the fairs below, or require further information, please email the Career Service.

M

BUSTA N. 33

1. Funzionamento del Consiglio di Amministrazione.

2. Trasparenza nell'utilizzo delle risorse pubbliche. I pagamenti.

3. Please, read and translate...

The Job window - positions in Italy and the Job window - positions abroad offer numerous job and career opportunities exclusively for students and graduates of the University of Padua. These pages are regularly updated.

To post a job offer:

- register the company on the site (only if the service is being used for the first time) using the on line form and wait for credentials to be sent to the e-mail address supplied;

- enter the username and password received in the mail to access the reserved area;

- enter the required information in the form.

M

BUSTA N. 34

1. La Consulta del territorio nello Statuto dell'Università.

2. Differenze tra l'accesso documentale (legge 241/1990) e accesso civico generalizzato (art. 5, comma 2, d.lgs. 33/2013, c.d. decreto trasparenza).

3. Please, read and translate...

Company presentations at the University

The University organizes events at which companies can present job offers or paid internships and establish direct contact with candidates. Descriptions of jobs and of available placements are assessed initially by the Placement and Careers Service.

The University makes lecture halls available and provides technical assistance, while also advertising the initiative to students and graduates. At the end of the presentation, the company can collect the CVs of the participants and conduct short get-to-know interviews.

R

BUSTA N. 35

1. Funzionamento del Senato Accademico.

2. Obblighi di pubblicazione in materia di personale. Incarichi e premi ai dipendenti.

3. Please, read and translate...

A University spin-off is a business founded by researchers to enhance the results of their own research activity and scientific knowledge, in which University of Padova may be a partner. Researchers, as partners, share the profits. From the legal viewpoint, a spin-off is no different from an ordinary business enterprise.

The particularity of spin-offs lies in the fact that they are promoted, created and developed by one or more people who have a close relationship with the research world and use the know-how developed within research organisations in their business activity.

N

BUSTA N. 36

1. Tutela della proprietà intellettuale e spin off universitari.

2. Compatibilità degli obblighi di pubblicazione previsti dal d.lgs. 33/2013 con la disciplina della tutela dei dati personali dettata dal Regolamento (UE) 2016/679 (GDPR).

3. Please, read and translate...

The University of Padua enhances the creation of spin-offs, because it is the main tool to transfer technology to the market, but the activities of the spin-off must be clearly separate from the institutional and commercial activities which researchers can perform within the University.

The Technology Transfer Office offers management consulting services to researchers willing to start a spin-off company and helps them in writing the business plan and in contacting industrial and financial partners.
BUSTA N. 37

1. Le elezioni del Direttore di Dipartimento.

2. Accesso civico c.d. "semplice": limiti e modalità di esercizio (art. 5 co. 1, d.lgs. 33/2013).

3. Please, read and translate...

The University of Padova fosters an environment which facilitates top-quality scholarship and research, providing leadership in setting research goals for the University, developing and implementing strategies for achieving them, capitalising on the interdisciplinary strength of University research centres, and ensuring that the research infrastructure is robust and responsive to the expanding and ever-changing needs of researchers. A particular effort is being made to enhance collaboration between university research groups and industry, with special emphasis on small and medium enterprises in North-East Italy.

M

BUSTA N. 38

1. Modalità di modifica dello Statuto dell'Università di Padova.

2. L'obbligo di fornire informazioni agli interessati, ai sensi dell'art. 13 del Regolamento generale per la protezione dei dati personali (Regolamento UE 2016/679, c.d. GDPR).

3. Please, read and translate...

An historical tour of the Bo Palace is available from Monday through Friday. Visitors are invited to explore the courtyards (and see the works of art on display there), as well as the "Anatomical Kitchen" and Anatomical Theatre. Other sites offered on the tour include the Galileo Galilei Great Hall, the Hall of Forty, the Hall of Medicine, and the Hall of Law. These last are subject to availability, as university activities and events are commonly held there. Please note that because the Bo Palace continues to play a crucial and operational role in the university's daily academic life, visitors to the Bo Palace are not guaranteed access to every site offered on the tours provided.

N

BUSTA N. 39

1. Accesso ai corsi di studio, contribuzioni e sovvenzioni agli studenti.

2. Le condizioni di liceità del trattamento dei dati personali, ai sensi dell'art. 6 del Regolamento generale per la protezione dei dati personali (Regolamento UE 2016/679, c.d. GDPR). Il consenso dell'interessato.

3. Please, read and translate...

Horizon 2020 is the eighth European Framework Programme for Research and Innovation, running from 2014 to 2020. With a budget of around \in 80 billion, the programme aims at supporting research and innovation in science and technology in the European Union, financing highly competitive research projects through open call for proposals.

M

BUSTA N. 40

1. Sistema bibliotecario di Ateneo e sistema museale di Ateneo.

2. I controinteressati nel diritto all'accesso documentale ai sensi della legge 241/1990.

3. Please, read and translate...

Horizon 2020 consists of three main research areas that are referred to as "pillars". The first pillar, "Excellent Science", focuses on basic science, both by funding the most brilliant researchers and scientists who propose ground breaking ideas at the frontiers of knowledge, and by attracting the best researchers through transnational and inter-sectorial mobility. The second pillar, "Industrial Leadership", aims at enhancing the European industrial sector competitiveness through the development of breakthrough technologies. The third pillar, "Societal Challenges", finances the most effective solutions to tackle current socio-economic problems.

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BUSTA N. 41

1. Le principali differenze fra Dipartimenti e Scuole.

2. Gli accordi fra amministrazioni pubbliche (art. 15, L. 241/1990).

3. Please, read and translate...

The main purpose of the Horizon 2020 programme is to strongly improve innovation in these three main sectors – science, industry, society. It provides grants to research projects whose impact may lead to the economic growth of the EU as a whole and to a more sustainable development. The programmes support projects and ideas that can respond to current societal problems in the most efficient way and pursue the best achievements for the well-being of EU citizens.

 \parallel

BUSTA N. 42

1. Gli organi collegiali della Scuola di Ateneo e le loro principali funzioni.

2. Modalità di esercizio del diritto di accesso documentale e ricorsi.

3. Please, read and translate...

Pillar 3: Societal Challenges

The Societal Challenges Pillar reflects the policy priorities of the Europe 2020 strategy and addresses major concerns shared by citizens in Europe. All activities shall take a challenge-based approach with the main purpose of improving the European society, funding research and innovation projects capable to solve the contradictions of current societal problems and aiming at positively impact the quality of life of EU citizens.

BUSTA N. 43

1. La composizione del Senato Accademico.

2. I poteri di autotutela. La revoca del provvedimento amministrativo (art. 21-quinquies, L. 241/1990).

3. Please, read and translate...

The University of Padova promotes close links with other international and European universities to encourage inter-university collaboration for developing jointly run and tutored doctorate courses. The University of Padova believes that studying abroad is an excellent way for students to enrich academic success.

The goal is to improve mobility among doctoral students and to provide opportunities to complement their research during study periods abroad. The University of Padova promotes close links with other universities within the European Union and globally.

M

BUSTA N. 44

1. La composizione del Consiglio di Amministrazione.

2. La disciplina delle incompatibilità dei dipendenti pubblici ai sensi dell'art. 53 del d.lgs. 165/2001 (c.d. Testo unico sul pubblico impiego). Le attività che possono essere svolte senza necessità di autorizzazione.

3. Please, read and translate...

A city definable as truly student-friendly, Padua hosts over 60,000 students within a population of little more than 210,000 inhabitants: these are the numbers depicting one of the oldest university towns, where student and city life coexist in close proximity on a daily basis.

The student-filled piazzas, the open air of the river banks enjoyed by joggers, a summer aperitif on the Piovego waterfront, not to mention an abundance of cultural, musical and sporting events... all features of a vibrant and welcoming city where students can spend time in places full of history, art and beauty.

BUSTA N. 45

- 1. Come viene eletto e cosa fa il Presidente del Consiglio di un Corso di studio?
- 2. Obblighi di pubblicazione concernenti l'uso delle risorse pubbliche.
- 3. Please, read and translate...

Padua is also well-endowed with parks, green spaces and bicycle lanes (currently 170 km), allowing students to get from A to B quickly and easily, every day. And if the need arises, there is also a car-sharing scheme available, with 28 docking stations. Similarly, people keen on sports are well catered for, with the University Sports Centre (CUS) offering a wide range of activities, individual and team alike.

There are always plenty of opportunities to hear good music, and many of the shops in the city accept the Studiare a Padua Card, which entitles university students and employees to price discounts.

BUSTA N. 46

1. L'Osservatorio per la formazione specialistica post lauream.

2. Atti normativi e atti amministrativi a contenuto generale: obblighi di motivazione, partecipazione e trasparenza.

3. Please, read and translate...

A traditional dialect rhyme describes Padua as having a meadow without grass, a saint without a name and a café without doors.

The meadow without grass is Prato della Valle, one of Europe's largest squares. The current configuration of Prato della Valle dates from 1775. At the centre is a large elliptical island surrounded by a canal and decorated with 78 statues of famous people associated with Padua. People go there to practise sports and on Saturday it is transformed into an evocative market.

In

BUSTA N. 47

1. La composizione del Consiglio della Scuola di Ateneo.

2. Tutela del richiedente in caso di rifiuto o di mancata risposta all'accesso da parte dell'amministrazione.

3. Please, read and translate...

A traditional dialect rhyme describes Padua as having a meadow without grass, a saint without a name and a café without doors.

The saint without a name refers to the basilica dedicated to Saint Anthony, known by the city's inhabitants simply as "il Santo" (the Saint). Built in the 13th century, it contains numerous works of inestimable artistic value. Its silhouette, with oriental style bell towers, stands out majestically against the sky, a characteristic feature of the city's horizon.

BUSTA N. 48

1. La composizione del Consiglio di Dipartimento.

2. Accordi integrativi e sostitutivi del provvedimento (art. 11, L. 241/1990).

3. Please, read and translate...

A traditional dialect rhyme describes Padua as having a meadow without grass, a saint without a name and a café without doors.

The café without doors is the Caffè Pedrocchi, built in 1826 to a design by Jappelli. It was described as without doors as it represented a "refuge" ever ready to welcome travellers and intellectuals. A place to meet and talk, it is animated by concerts, exhibitions and conferences.

h

BUSTA N. 49

1. Le principali differenze fra Consiglio di Amministrazione e Senato Accademico.

2. Legittimazione e modalità di presentazione dell'istanza di accesso generalizzato.

3. Please, read and translate...

Padua, thanks to its geographical position in the centre of the Veneto flatland, can be reached easily by the most common transportation routes; furthermore, the city provides a network of public services and various other means in order to get around.

The university promotes various initiatives in order to improve sustainable transport in urban areas, gathering ideas, opinions and proposals from its own community of staff and students. We aim to help the city to establish policies that favour more sustainable transport, seeking to reduce air pollution and the emission of greenhouse gases as well as lower energy consumption.

BUSTA N. 50

1. La commissione paritetica docenti - studenti.

2. Efficacia e invalidità del provvedimento amministrativo.

3. Please, read and translate...

Padua is only one of the Veneto's seven provinces, each of which is home to beautiful natural scenery and internationally renowned works of art. Venice is 30-40 minutes away by train and so is within easy reach, making it the perfect destination for a day trip or even a special night out.

Once you have seen the old city centre of Venice, why not take a trip to its stunning lagoon islands (Murano, Burano, Torcello...)? They are just a short water-bus ride from the S. Zaccaria stop in St. Mark's Square or from Fondamente Nove. The province of Venice also has a series of coastal resorts with great beaches and nightlife.

k

BUSTA N. 51

1. Le principali differenze fra Rettore e Direttore Generale.

2. Attività consultiva. Pareri obbligatori e pareri vincolanti.

3. Please, read and translate...

This year's Training Week was dedicated to Virtual Exchange for innovation in Education: we discussed opportunities and challenges related to Virtual Exchange, looked into practical applications and outcomes, shared experiences and best practices. We had the pleasure to welcome administrative and academic staff members from Higher Education Institutions across the globe, who participated actively throughout the International Week and gave their great contribution to the success of this 2020 edition.

1h/

BUSTA N. 52

1. La composizione e le funzioni del Collegio dei Revisori dei Conti.

2. La definizione di "dati personali" ai sensi del del Regolamento generale per la protezione dei dati personali (Regolamento UE 2016/679, c.d. GDPR). Il trattamento di "categorie particolari" di dati personali.

3. Please, read and translate...

Virtual Exchange is expanding rapidly in Higher Education and is strongly supported by the European Commission within the new Erasmus+ programme 2021-2027.

Rather than replacing physical mobility, it is often complementary to it, by preparing, deepening and extending physical exchange. Virtual Exchange is also recognized as an excellent tool to develop soft skills such as entrepreneurship, digital competence, foreign language competence, communication skills, group work, intercultural awareness and the ability to work in a diverse cultural context.

No

BUSTA N. 53

1. L'ammissione ai Corsi e alle attività didattiche.

2. Obblighi di pubblicazione concernenti le prestazioni offerte e i servizi erogati. I pagamenti.

3. Please, read and translate...

Virtual Exchange can also contribute to the internationalisation of Higher Education Institutions by enhancing internationalisation at home, enrich universities mobility offers, and enhance staff competencies to work in an intercultural and international setting.

Through the International Week, we would like to bring together International Officers, Academics, and other university staff engaged with or interested in Virtual Exchange. It is often still regarded as a 'niche programme' and we feel active discussion with stakeholders and practitioners is key for its further development.

Me

BUSTA N. 54

1. L'Osservatorio della ricerca.

2. Principi generali dell'attività amministrativa. Il conflitto di interessi.

3. Please, read and translate...

The University of Padova hosts two official test centers where the ECDL (European Computer Driving Licence) Core Level, a widespread certification that tests practical skills and competencies covering computer theory and practice, can be achieved.

To achieve the certification, candidates must buy a skills card (a document where the modules successfully passed are recorded), and pay a fee when applying for each module. Students and Staff at the University of Padova are granted special discounts.

N

BUSTA N. 55

1. Le strutture didattiche previste nello Statuto.

2. Annullabilità del provvedimento amministrativo (art. 21-octies, L. 241/1990).

3. Please, read and translate...

These were the origins of Padova's Botanical Garden, the oldest university garden in the world to have retained its original location and layout over the centuries.

The structure of the Garden (a square within a circle) was enclosed by a wall in 1552 to fight the continual theft of plants, targeted for the rarity of their vegetal properties and the value of the medicines obtained from them. The botanical stock continued to grow, with plants brought in from all parts of the globe, especially from those countries where the Venetian Republic had possessions or trade relations; hence, the importance of Padova as regards the introduction and study of many exotic species.

W

BUSTA N. 56

1. La Consulta dei Direttori delle Scuole di dottorato di ricerca.

2. Diritto di accesso civico e obblighi di trasparenza della pubblica amministrazione.

3. Please, read and translate...

Since 1997 the Botanical Garden has been part of the Unesco World Heritage List as a cultural landmark. The listing was justified by Unesco on the following grounds: "The Botanical Garden of Padua is the original of all botanical gardens throughout the world, and represents the birth of science, of scientific exchanges, and understanding of the relationship between nature and culture. It has made a profound contribution to the development of many modern scientific disciplines, notably botany, medicine, chemistry, ecology, and pharmacy".

W

BUSTA N. 57

1. L'amministrazione centrale (art.66 dello Statuto): compiti e strutturazione.

2. Obblighi di pubblicazione in materia di procedimenti amministrativi.

3. Please, read and translate...

Since September 2014, new areas representing the different climates across the Planet have opened to the public. The species in the Biodiversity Garden are about 1,300. They live in environments sharing the same humidity and temperature characteristics, simulating the climatic conditions of the planet's biomes, from tropical to sub-humid, temperate and arid zones. The position of the planet in each environment and of the aquatic plant lake reflects a phytogeographic division – Plant and Environment is a voyage through the Earth's vegetation (in America, Africa and Madagascar, Asia, temperate Europe and Oceania). And the visitor can immediately see a representation of the richness (or poverty) of biodiversity present in each climate zone.

In

BUSTA N. 58

1. La Commissione didattica di Ateneo.

2. Obblighi di pubblicazione concernenti l'organizzazione e l'attività delle pubbliche amministrazioni.

3. Please, read and translate...

The Botanical Garden is also home to important cultural institutions, namely the Library, opened in 1835, and the Botanical Museum, inaugurated in the same year as a Herbarium, both of which were initiatives of the Garden's then Prefect, Antonio Bonato. Today, the Museum houses about 500,000 dried samples, some of which date from the end of the 18th century.

h

BUSTA N. 59

1. La Consulta dei Direttori delle Scuole di specializzazione di area sanitaria.

2. Modalità di pubblicazione dei dati e limite della riservatezza (art. 7-bis, d.lgs. 33/2013).

3. Please, read and translate...

Rector for a decade (1932-1943), Carlo Anti gave a decisive impetus to development of the real estate occupied by the University. In particular, a competition for the design of a new building for the Faculty of Letters was won, in 1934, by the architect Gio Ponti. As in the case of Palazzo Bo, the Milanese architect personally designed many of the furnishings for Palazzo Liviano, including benches, desks, podia and coat stands.

Ar

BUSTA N. 60

1. Le Commissioni di dipartimento.

2. Le fonti che disciplinano il rapporto di lavoro pubblico.

3. Please, read and translate...

With construction work on Palazzo Liviano completed, a competition was announced for frescoed decoration of its entrance hall. The selected theme was that of continuity between Roman and modern culture. The winner was Massimo Campigli, who executed the work during 1939 and 1940. It represents archaeology as the source of Italian culture, a heritage shared by both academics and the populace.

Placed in the entrance hall of Palazzo Liviano is a statue of Livy (Titus Livius) by Arturo Martini (1942).

BUSTA N. 61

1. Le strutture responsabili della didattica in Ateneo.

2. I poteri di autotutela. La convalida del provvedimento amministrativo (art. 21-nonies, comma 2, L. 241/1990).

3. Please, read and translate...

The Sala dei Giganti originally belonged to the Palazzo dei Carraresi (from the name of the da Carrara family which governed Padova in the 14th century). This great hall was named from the size of the figures – personages of Ancient Rome – depicted in the frescoes. The original cycle, now lost, was inspired by Petrarch at the invitation of Francesco I da Carrara, whose guest he had been, on the basis of his De viris illustribus, recounting the lives of illustrious men in the history of Rome.

BUSTA N. 62

1. Le strutture responsabili della ricerca in Ateneo.

2. Autocertificazione e obblighi della PA.

3. Please, read and translate...

The Sala dei Giganti hall was completely renovated in the 16th century. A new cycle of frescoes was completed around 1540, by Domenico Campagnola and his collaborators, in which the theme of two centuries earlier was taken up again, with changes to some of the subjects depicted. The Sala dei Giganti housed the University Library from 1631 to 1912. The frescoes were restored to their original splendour during recent works, completed in 2008.

BUSTA N. 63

1. Le fonti normative che disciplinano l'università.

2. Accesso civico (semplice e generalizzato) e controinteressati.

3. Please, read and translate...

For Paduans, it had already been a landmark for almost a century: an inn with the sign of the 'Bo' – the Ox – had already been mentioned in a document of 1364 under the name of Hospitium Bovis. The name may derive from its proximity to the quarter traditionally occupied by the Bechariarum (butchers) or by the fact that cattle were traded there in former times. But the original core of the Bo is much older, as there were buildings on the site as early as the 13th century; according to scholars, parts of these buildings still exist within the Palazzo.

BUSTA N. 64

1. Il Comitato per lo sport universitario.

2. I diritti dei partecipanti al procedimento amministrativo (artt. 7 e 10, L. 241/1990).

3. Please, read and translate...

Architecturally, the 16th century was the key period for the Palazzo Bo. The building underwent a process of enlargement and conversion, with work entrusted around 1550 to the architect Andrea Moroni, who was responsible for the main block of the palazzo we see today, with its monumental courtyard. Also dating from the 16th century is the world's first permanent anatomical theatre. 1446 is the date on the earliest documents mentioning the use of anatomical theatres made of wood, which were erected and dismantled as needed for public dissections.

BUSTA N. 65

1. La partecipazione dell'università a enti.

2. Efficacia, esecutività ed esecutorietà del provvedimento amministrativo.

3. Please, read and translate...

Notable among the great anatomists who taught at the University of Padova is Andreas Vesalius, whose textbook De humani corporis fabrica makes reference to a theatre in the city. It was the anatomist Girolamo Fabrici D'Acquapendente who took the initiative of having a permanent anatomical theatre built. It was inaugurated in 1595 and remained in use until 1872.

the

BUSTA N. 66

1. L'amministrazione centrale.

2. Nullità del provvedimento amministrativo (art. 21-septies, L. 241/1990).

3. Please, read and translate...

The best-known room in the Palazzo Bo is the Aula Magna, the Great Hall. First mentioned in a document of 1399 as the 'sala magna' of the Hospitium Bovis, it was a large dining-room: after the University took over the building, it became the Scuola Grande dei Legisti. As a rule, although with a few exceptions – Galileo Galilei was allowed to teach in it – the Aula Magna was the preserve of the jurists.

BUSTA N. 67

1. Gli spin off universitari.

2. Le funzioni principali dei dirigenti previste dal d.lgs. 165/2001 (c.d. Testo unico sul pubblico impiego).

3. Please, read and translate...

One of the most evocative symbols in the history of the University and of its staff and alumni is undoubtedly the podium which, according to tradition, was used by Galileo itself. It was located in the Aula Magna until mid-way through the 19th century, when it was moved due to renovation work on the hall. The decoration of the Aula Magna as it appears today was completed between 1938 and 1942, with the architect Gio Ponti supervising the work.

BUSTA N. 68

1. I Corsi di studio: strutture di afferenza e organi.

2. I compiti del responsabile del procedimento.

3. Please, read and translate...

A competition for a contract to undertake the renovation of the Bo complex was won, in 1934, by architect Ettore Fagiuoli, who also created the New Courtyard. The talent of Gio Ponti is displayed in many rooms of the Rectorate suite: fittings, paintings and furniture all bear the stamp of the famous Milanese designer, who has given the interiors of the Bo an unmistakable and innovative look.

M

BUSTA N. 69

1. I Centri di Ateneo.

2. Potere di organizzazione e materie oggetto di contrattazione collettiva integrativa.

3. Please, read and translate...

Palazzo Cavalli was built by the Foscari family between the late 15th and early 16th centuries. It was purchased in the mid-17th century from the local superintendent Marin Cavalli, who totally renovated and commissioned the frescoes which now embellish it.

In 1760 the building was inherited by the Bollani family. During Austrian rule it became a barracks (1818-1836) and in 1840 was purchased by the State and used as a customs-house until 1890.

In the last decade of the 19th century Palazzo Cavalli was donated to the then Royal University and transformed into the School for Engineering. It was used as such until 1932.

BUSTA N. 70

1. I fini istituzionali dell'Università e le figure che vi contribuiscono.

2. La struttura del provvedimento amministrativo. L'intestazione.

3. Please, read and translate...

The entrance hall of Palazzo Cavalli is in the shape of an inverted T. The ground floor also contains three other rooms, called "Hall of Stories from the Bible" (also known as Hall of the Hearth), "Hunting Hall" and "Hall of the Giants".

The decoration of the rooms on the ground floor was carried out in the early 1680s and is attributed to Michele Primon, due to artistic affinities with the frescoes of Villa Contarini (at Piazzola sul Brenta, just north of Padova).

h

BUSTA N. 71

1. Le tipologie di Centro previste dallo Statuto.

2. Le vicende estintive del rapporto di pubblico impiego.

3. Please, read and translate...

The grand staircase of Palazzo Cavalli is the work of Antonio Felice Ferrari and Giacomo Parolini. The ceiling now appears as a simple frame surrounding the sky, and no figures are depicted. It was painted in the 19th century when, because of excessive damp, the original ceiling, painted by Louis Dorigny, was lost.

The large hall on the first floor (piano nobile) echoes the T-shaped plan of the ground floor, with double doors and a ceiling decorated with painted beams. The widest part of the hall is also the highest, as it includes a gallery. The salon was decorated with frescoes, probably in the early 18th century, by Dorigny.

M

BUSTA N. 72

1. Assunzioni, promozioni e formazione del personale tecnico amministrativo.

2. L'obbligo di conclusione del procedimento. Responsabilità e conseguenze per il ritardo.

3. Please, read and translate...

During the 1930s, astronomers at the University of Padova decided that the historic premises of their Observatory – La Specola – could no longer keep pace with technological progress: a new and more advanced facility was needed. The new observatory at Asiago was designed by the architect Daniele Calabi and opened in 1942. It is equipped with a 122-cm telescope, the observation tower is situated at an elevation of 1050 metres, and the revolving cupola has an outer diameter of 15 metres.

BUSTA N. 73

1. I corsi di studio e le scuole di specializzazione.

2. Gli elementi essenziali del provvedimento amministrativo. La forma.

3. Please, read and translate...

The Museum of Geography of the University of Padova invites the visitor to explore the fascination and power of Geography, a science which has always been animated by the desire to discover and understand the world through a continuous dialogue between the methods of natural sciences and social sciences.

Characterized by high value items, the collections testify the geographical research and teaching activities which have taken place at the University of Padova from the 19th century onwards and narrate the fascinating developments of the geographic thought, from determinism up to the cultural turn.

BUSTA N. 74

1. Dipartimenti e Scuole.

2. I limiti al diritto all'accesso documentale ai sensi della L. 241/1990.

3. Please, read and translate...

The "Enrico Bernardi" Museum of Machines houses a selection of internal combustion engines, each of which left its own mark on the history of motorised transport in Europe in the second half of the 19th century.

All of the engines on display – from the atmospheric engine he built in 1878 and the singleand double-acting cylinders of the Motrice Pia (1882-1884), to the four-stroke Lauro engines (1887-1896), the engine-driven single-wheel attachment used to propel a standard bicycle (1893, a forerunner of the modern motor scooter) and the iconic 3-wheeled "car" – were built by Enrico Bernardi.

All of the engines have recently been restored to working order following instructions in Bernardi's own notebooks. Visitors can see the engines in operation on the museum's video screens.

N

BUSTA N. 75

1. La Scuola di Medicina e i rapporti con il Servizio Sanitario Nazionale.

2. Principio generale di trasparenza: oggetto, ambito di applicazione e limiti.

3. Please, read and translate...

The extensive collections of rocks and fossils in the Museum of Geology and Palaeontology have been assembled over the course of three centuries. They trace both the history of our planet, and the changes and evolution of life over geological timescales.

The renowned collection is of immeasurable historical and scientific value; it includes a number of unique specimens that have fascinated academics for generations, and that, thanks to new investigative technologies, continue to reveal new secrets to researchers who visit the collection from all over the world. Indeed, for all that these organisms have been literally petrified, they have much to teach us, not only about the distant history of life, but also about issues of great and urgent importance today, such as climate change and the exploitation of natural resources.