

BUSTA N. 20

1. Il/La candidato/a illustri definisca, ai sensi del vigente Statuto, quali sono le competenze dei Dipartimenti
2. Il/La candidato/a illustri come si possono modificare i margini in un documento word
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.

BUSTA N. 5

1. Il/La candidato/a illustri le funzioni del Rettore
2. Il/La candidato/a illustri i principali programmi che costituiscono il pacchetto Office e il loro utilizzo
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.

BUSTA N. 1

1. Il/La candidato/a illustri i principali organi di Ateneo, con particolare riferimento al Rettore
2. Il/La candidato/a illustri cos'è un browser e quali programmi vengono utilizzati principalmente degli utenti. Spieghi inoltre il significato dell'acronimo *www*
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.

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BUSTA N. 13

1. Il/La candidato/a illustri la funzione del Direttore Generale
2. Il/La candidato/a illustri la funzione "Filtro" in excel e quali opzioni si possono utilizzare
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.



1. Il/La candidato/a illustri quali sono gli organi del Dipartimento e funzioni, con particolare riferimento al Direttore
2. Il/La candidato/a illustri le seguenti funzioni comuni ai diversi programmi del pacchetto Office: "taglia" – "incolla" – "trova" – "sostituisci" – "copia formato"
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.



1. Il/La candidato/a illustri quanto previsto dallo Statuto per la figura del Rettore e il Consiglio di amministrazione
2. Il/La candidato/a definisca il significato dei principali messaggi di errore che compaiono in excel: #rif! - #valore! - #####
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. Il/La candidato/a illustri quanto previsto nello Statuto in merito a Senato Accademico e Consiglio di Amministrazione
2. Il/La candidato/a illustri come si crea un grafico in excel e le principali tipologie presenti nel programma
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.



BUSTA N. 4

1. Il/La candidato/a illustri i principali organi di Ateneo, con particolare riferimento al Direttore Generale
2. Il/La candidato/a illustri le cartelle maggiormente utilizzate nei principali programmi di posta elettronica: "posta in arrivo" – "cestino" – "spam" – "posta inviata"
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.



1. Il/La candidato/a illustri la composizione e funzioni del Senato Accademico
2. Il/La candidato/a illustri le modalità di giustificazione di un testo in word
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. 25

1. Il/La candidato/a illustri come avviene l'elezione del Direttore di Dipartimento, elettorato attivo e passivo?
2. Il/La candidato/a illustri le funzioni "sposta o copia" - "rinomina" - "elimina" nei fogli excel
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).



BUSTA N. 28

1. Il/La candidato/a definisca composizione, compiti e ruoli della Commissione paritetica docenti/studenti
2. Il/La candidato/a illustri come può essere modificato lo stile del bordo di una cella
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.



1. Il/La candidato/a illustri funzioni e composizione del Consiglio di Dipartimento
2. Il/La candidato/a illustri i principali formati delle celle di un documento excel
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".



BUSTA N. 30

1. Il/La candidato/a illustri gli organi monocratici dell'Università di Padova
2. Il/La candidato/a illustri come è possibile suddividere in colonne il testo di un documento word
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.



BUSTA N. 6

1. La ricerca e quali sono le strutture deputate alla ricerca secondo lo Statuto dell'Università degli Studi di Padova
2. Il/La candidato/a illustri il programma "Word", con i principali menù presenti e loro utilizzo
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



1. Il/La candidato/a illustri la composizione del Consiglio di Amministrazione
2. Il/La candidato/a illustri la funzione "stampa unione" presente nel programma word e suo utilizzo
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. 7



1. La didattica e quali sono le strutture deputate alla didattica previste dallo Statuto dell'Università degli Studi di Padova
2. Il/La candidato/a illustri il programma "Excel", con i principali menù presenti e loro utilizzo
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



1. Il/La candidato/a illustri quali sono gli organi del Dipartimento e loro funzioni
2. Il/La candidato/a illustri quando si utilizzano le animazioni in PowerPoint, citando alcuni effetti più noti e le modalità di impostazione
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.



1. Il/La candidato/a definisca cosa siano le Scuole di Ateneo e loro ruolo
2. Il/La candidato/a illustri le funzioni di stampa in un documento excel
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.

BUSTA N. 12



1. Il/La candidato/a illustri le funzioni del Consiglio di Amministrazione
2. Il/La candidato/a illustri come si possono ordinare e organizzare i dati in un documento excel
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

BUSTA N. 19



1. Il/La candidato/a definisca quali sono le funzioni previste dallo Statuto del Prorettore vicario e prorettori
2. Il/La candidato/a illustri come e quando si applicano in un documento word le intestazioni e/o piè di pagina.
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. 3



1. Il/La candidato/a illustri i principali organi di Ateneo, con particolare riferimento al Senato Accademico
2. Il/La candidato/a illustri il significato e utilizzo di "rispondi/reply" – "rispondi a tutti/reply to all" – "inoltra/forward" presenti nei principali programmi di posta elettronica
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



1. Il/La candidato/a illustri le funzioni del Senato Accademico e sua durata
2. Il/La candidato/a definisca quali sono le principali formule presenti nel programma excel
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.



1. Il/La candidato/a definisca la figura e il ruolo degli studenti nello Statuto dell'Università di Padova
2. Il/La candidato/a illustri le principali voci di menu che si possono utilizzare per formattare il carattere in un documento word
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.



1. Il/La candidato/a illustri quali funzioni svolge il Sistema bibliotecario di Ateneo
2. Il/La candidato/a illustri come può avvenire la presentazione di un documento in power point e le principali impostazioni
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).



1. Il/La candidato/a definisca da chi è composta la Consulta dei Direttori di Dipartimento, ruolo e funzioni
2. Il/La candidato/a illustri la funzione "revisioni" in word e il loro utilizzo
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.



1. Il/La candidato/a illustri quanto previsto dallo Statuto per la figura del Rettore e il Senato Accademico
2. Il/La candidato/a illustri il programma "PowerPoint", con i principali menù presenti e loro utilizzo
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.



1. Il/La candidato/a illustri come avviene l'elezione del Rettore, elettorato attivo e passivo
2. Il/La candidato/a illustri i principali strumenti di correzione presenti nel menù "Revisione" del programma Word
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 a 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.



BUSTA N. 27

1. Il/La candidato/a illustri i principali organi delle Scuole di Ateneo
2. Il/La candidato/a illustri le modalità di salvataggio di un documento
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.



1. Il/La candidato/a illustri i principali organi di Ateneo, con particolare riferimento al Consiglio di Amministrazione
2. Il/La candidato/a illustri quando si utilizzano "A/TO" – "CC" – "BCC/CNN" presenti nei principali programmi di posta elettronica
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.



1. Il/La candidato/a definisca i compiti del Direttore di Dipartimento ai sensi dello Statuto di Ateneo
2. Il/La candidato/a definisca cosa si intende per link ipertestuale e in che modo può essere inserito all'interno di un documento
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.