



Università  
Ca' Foscari  
Venezia

**Concorso pubblico, per esami, per la copertura di n.1 posto di categoria C, area amministrativa, per le esigenze delle strutture decentrate e dipartimentali dell'Ateneo, per supportare operativamente le attività amministrative/contabili, relative in particolare ai progetti PNRR- bandito con DDG 660/2022 prot. n. 64062 del 30/06/2022- pubblicato nella G.U. concorsi ed esami IV serie speciale n. 53 del 05/07/2022 e all'albo on line di ateneo il 05/07/2022.**

### **Prova orale N°1**

1. Con riferimento al Regolamento di Amministrazione, finanza e contabilità di Ca' Foscari, quali sono i documenti contabili di sintesi pubblici e la funzione del bilancio unico d'Ateneo di previsione annuale?
2. Con riferimento al Regolamento di acquisizione forniture, servizi e lavori di importo inferiore alle soglie di rilevanza comunitaria di Ca' Foscari, quali sono i criteri di aggiudicazione delle offerte?

*A cosa serve Google Drive? Il candidato descriva un possibile utilizzo pratico.*

*Article 1:*

*These Regulations lay down the rules for the performance of work missions by the staff of Ca' Foscari University of Venice as defined in Article 2 below. 2. 'Work mission' means the performance of an activity in the interests of the University in a location that is not the individual's customary place of employment, whether in Italy or abroad. 'Customary place of employment' means the territory of the municipality where the organisational structure employing the individual is based or where the individual operates pursuant to assignment by the relevant governing entity, to contract or to the teaching, research, or service activity giving rise to status as "authorised staff" as explained in Article 2 below. The customary place of employment may also be another location where staff habitually carry out their teaching, research or service activity pursuant to an official act issued by the University. 3. Transfers of staff from the assigned place of employment to other university sites (including sites located outside the municipality where their organisation structure is based) shall not be classified as work missions although they entitle staff to reimbursement of travelling expenses for the use of public transport. 4. Service carried out outside staff's customary place of service but within the Municipality where their organisation structure is based shall not be classified as work missions although it does entitle staff to reimbursement of travelling expenses for the use of public transport. 5. In the cases governed by paragraphs 3 and 4, staff may use their own car provided that they can prove that it would be cost-effective to do so.*



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### **Prova orale N°2**

1. Con riferimento al Regolamento di Amministrazione, finanza e contabilità di Ca' Foscari, il candidato illustri le fasi di revisione della previsione e consuntivazione del processo contabile?
2. Con riferimento al Regolamento per il Conferimento di incarichi di lavoro autonomo a personale esterno di Ca' Foscari, quali sono le tipologie di incarichi di lavoro autonomo?

*A cosa serve Doodle? Il candidato descriva un possibile utilizzo pratico.*

#### *Article 2:*

*Authorised staff 1. Work missions may be carried out by employees of Ca' Foscari University. Subject to what is established below, staff on leave or sabbaticals may not go on work missions, unless they have been given particular assignments to be carried out exclusively on behalf of the University. Teaching staff authorised to carry out exclusive research activities under paragraph 1 of Article 17 of the Presidential Decree no. 382/80 (staff on their so-called "sabbatical year") and under Article 10 of Italian Law 311/58 (staff on leave for exceptional justified reasons linked to study or research requiring a stay abroad), who are recipients of research funds or official members of research groups in relation to work missions directly linked to the research programme concerned, may also go on work missions. Professors or researchers on leave under Article 7 of the Italian Law no. 240 of 30.12.2010, who have maintained ownership of projects and relative funding from subjects other than the University, may also go on work missions. 2. The following categories of staff who are not employees of the University may be sent on work missions to carry out activities in the interest of the University, including: a) employees of other Universities, including universities abroad, and of other state and public administrations; b) PhD students, recipients of scholarships and fellowships; c) service suppliers; d) any other person who may be included in research programmes under the law; e) any other person officially entrusted to carry out activities in the interest of the University. 3 3.*



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### Prova orale N°3

1. Con riferimento al Regolamento di Amministrazione, finanza e contabilità di Ca' Foscari, quali sono le immobilizzazioni materiali e chi è il consegnatario dei beni mobili?
2. Con riferimento al Regolamento per le Missioni di Ca' Foscari, cosa si intende per "anticipazione delle spese di missione"?

*Il candidato descriva la funzione della "Google Workspace" (in precedenza G suite) ed il funzionamento delle sue principali applicazioni (Calendar, Moduli, Drive ecc..).*

Article 3:

*Work mission assignment and authorisation 1. Assignment and authorisation to go on a work mission must be made by means of an administrative act in writing, which is generally drawn up and managed in electronic form prior to the start of the mission concerned. Mission authorisation follows assignment of individuals as described in sections a) to e) of paragraph 2 of this Article or is given at the request of the individual concerned. Assignment and authorisation are required even in the case of work missions involving no expenses or when expenses are reimbursed by third parties. The act of authorisation must include the relevant payment details to which eventual expenses to be borne by the University are to be charged, certifying coverage thereof. 2. The assignment and authorisation to go on a work mission will be given by the following: a) the Rector, in the case of teaching and research staff going on work missions to carry out institutional duties in the general interest of the University b) the Head of Administration, in the case of management and technical-administrative staff assigned to the organisational units directly under him/her; c) the Director of the organisational units, in the case of technical-administrative staff assigned to such units and in the case of technical-administrative staff of structures that he/she is responsible for coordinating; d) the Head of Department, in the case of department teaching, research and secretarial staff; e) the Director of independent structures (not Departments), in the case of staff belonging to these structures; f) the Secretary of structures with decision-making powers, in the case of technical-administrative staff assigned by the said structures when he/she has HR management responsibilities; in all other cases and in the event that the Secretary is absent or unavailable, this responsibility will fall to the Director of said structure. The assignment and authorisation of staff who are not employees will be given by the head of the structure where said member of staff carries out his/her activity, as laid down in the previous points.*



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#### **Prova orale N°4**

1. Con riferimento al Regolamento per il Conferimento degli Assegni di ricerca di Ca' Foscari, cosa sono gli assegni gli assegni relativi ad aree scientifiche di interesse?
2. Con riferimento al Regolamento di Amministrazione, finanza e contabilità di Ca' Foscari, il candidato illustri le fasi di programmazione e gestione del processo contabile?

*Il candidato descriva in che modo è possibile organizzare una riunione in videoconferenza*

*Article 3 – 2:*

*Work missions carried out by the Rector, Vice-Provosts, Department Heads, Centre Directors, Heads of Schools, and Head of Administration as part of the official duties do not require authorisation just approval of expense coverage by means of a signed mission assignment. Department Heads authorising work missions involving department teaching staff must take into account the impact that this will have on duties connected to teaching and provision of student services so as to ensure the smooth running of teaching activities.*

*3. The assignment/authorisation document must contain the following information: a) name, surname and tax code; b) rank; c) organisational structure to which the individual concerned belongs; 4 d) work mission location; e) presumed start and end dates of work mission; f) presumed start and end times of work mission; g) purpose of the work mission; h) means of transport that will be used (with suitable justification in case of use of extraordinary means of transport); i) Option establishing whether to reimburse expenses against receipts or to use the flat rate system for work missions abroad (see Article 5 paragraph 3.); j) presumed cost of mission to be reimbursed in the case of work missions not funded by the University; k) funds covering expenses. The aim of the mission must be consistent with the purpose of the earmarked funds guaranteeing coverage.*



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### Prova orale N°5

1. Con riferimento al Regolamento per il Conferimento degli Assegni di ricerca di Ca' Foscari, che tipo di attività svolge un/una assegnista di ricerca e quali sono i suoi obblighi contrattuali?
2. Con riferimento al Regolamento di acquisizione forniture, servizi e lavori di importo inferiore alle soglie di rilevanza comunitaria di Ca' Foscari, secondo quali modalità sono ammesse le acquisizioni di forniture e servizi di importo inferiore a 40.000 euro?

*Descriva le principali funzionalità di Excel.*

*Article 5:*

*Reimbursement procedures 1. 'Reimbursement of expenses' means the refunding of costs incurred for work missions carried out in compliance with the above Articles. 2. All work missions provide for reimbursement of travel expenses in accordance with the procedures laid down in Article 6. 3. Reimbursement of other mission-related expenses will take place according to different procedures distinguishing between: a) work missions carried out in Italy; b) work missions abroad. In the case of work missions in Italy, non-travel expenses will be reimbursed against receipts for the amounts specified and according to the procedures laid down in Article 7 below. In the case of work missions abroad, non-travel expenses will be reimbursed according to one of the following systems (specified by claimant): a) reimbursement against receipts (regulated by Article 7 below); b) flat rate reimbursement (regulated by Article 8 below). The claimant must specify their preferred reimbursement system when requesting authorisation. Should no preference be expressed, reimbursement will be carried out using the flat rate reimbursement system described in Article 8. 5 Only one reimbursement system may be chosen per mission. Drivers participating in work missions as part of their duties will be reimbursed against receipts. 4. Expenses will be reimbursed in accordance with the procedures in force at the University after the claimant has submitted to the Administration a computer-generated expense statement with authenticated signature (or alternatively an expense statement in writing).*



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### **Prova orale N°6**

1. Differenze tra la contabilità finanziaria e la contabilità economico-patrimoniale.
2. Con riferimento al Regolamento di acquisizione forniture, servizi e lavori di importo inferiore alle soglie di rilevanza comunitaria di Ca' Foscari, quali sono i criteri di selezione dell'appaltatore, cosa si intende per indagini di mercato e in cosa consiste il principio di rotazione del fornitore?

*Come si può gestire il processo di revisione di un documento word e di un documento google doc?*

Article 6:

1. 'Travel expenses' mean expenses resulting from travel to and from the location of the mission. 'Transport expenses' mean expenses resulting from travelling in the urban area where the mission takes place and to reach railway stations, airports and ports. 2. Calculations for the reimbursement of travel expenses will consider the claimant's customary place of employment as the point of departure and return. Reimbursement on the basis of departure/return from the claimant's place of residence will only be made if this address is closer to the mission location than the claimant's customary place of employment or if this does not involve additional costs – any exceptions to this rule arising from scheduling needs and/or type of transport dictated by the mission requirements must be duly justified and documented. In the event of exceptional circumstances arising from objective service needs, the University may decide to authorise a departure or return from a place other than the place of employment or the claimant's usual place of residence. Should the claimant, for personal reasons, intend to leave or return on a day other than the day authorised by the mission, their ticket will be reimbursed for the lesser amount between the actual ticket cost and the cost of the ticket on the authorised mission start/end date. The claimant must provide proof that this will not involve greater costs being charged to the University. 3. Staff sent on work missions are entitled to reimbursement of expenses for the use of the following forms of transport (conditions are specified below): a) train, ship, and intercity buses, according to the procedures laid down in paragraph 4; b) aeroplane, according to the procedures laid down in paragraph 5; c) lease vehicles, according to the procedures laid down in paragraph 6; d) the claimant's own private car, according to the procedures laid down in paragraph 7; e) vehicles owned by the University Administration, according to the procedures laid down in paragraph.



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### **Prova orale N°7**

1. Con riferimento al Regolamento per il Conferimento di incarichi di lavoro autonomo a personale esterno di Ca' Foscari, quali sono i contenuti del contratto di lavoro autonomo?
2. Con riferimento al Regolamento di acquisizione forniture, servizi e lavori di importo inferiore alle soglie di rilevanza comunitaria di Ca' Foscari, cosa sono le convenzioni Consip e quando è necessario l'utilizzo del Me.PA per l'acquisizione di forniture e servizi?

*Come posso produrre un PDF con Microsoft Office?*

*Article 7:*

*Reimbursement of expenses for the use of the claimant's own car. The claimant's own car is to be considered extraordinary means of transport, in the sense that its use must be authorised beforehand and justified by means of signed declaration stating that this is one of the exceptions provided for (see paragraph 9 below). To this end, the use of the claimant's own car must be indicated in the authorisation provided under Article 2. No declaration is required in the case of work missions carried out by staff exempt from authorisation under paragraph 2 of Article 3 above. Authorisation to use the claimant's own car will only be issued following receipt of a declaration by the claimant releasing the Administration from any liability for claims resulting from the use of the car. Authorisation to use the claimant's own car shall be subject to the prescribed insurance cover imposed by Article 8 of the Presidential Decree no. 319/90. Claimants taking out insurance cover shall abide by the provisions laid down by the administration and connected to the specifics of the insurance policy. Claimant's using their own car without prior authorisation shall not be entitled to reimbursement of travel expenses. Staff authorised to use their own car are entitled to travel mileage calculated according to the latest tables issued by the Italian Automobile Club. Claimants must declare under their own responsibility how many kilometers they have driven. Motorway tolls will also be reimbursed following production of the relevant documentation. Parking fees will also be reimbursed against the appropriate documentation.*



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### **Prova orale N°8**

1. Con riferimento al Regolamento per le Missioni di Ca' Foscari, quali sono le procedure amministrative e contabili necessarie per consentire al docente di partecipare ad un convegno?
2. Con riferimento al Regolamento di acquisizione forniture, servizi e lavori di importo inferiore alle soglie di rilevanza comunitaria di Ca' Foscari, in che modo vengono autorizzate le procedure di affidamento e con che provvedimento si concludono?

*Che differenza intercorre fra PEC e "firma digitale"?*

*Article 11:*

*Cash advances for mission expenses 1. Cash advances for mission expenses will only be granted to participants listed in Article 2 from whom an eventual excess can be recovered by withholding such sums from their salary, remuneration or provision, within the limits of the sums to be paid out. Participants shall make a request for cash advances when submitting their application for authorisation to go on the mission. 2. Staff sent on work missions are entitled to request the following cash advances: a) for work missions in Italy, 75% of the estimated expenses; b) for work missions abroad, in the case of reimbursement against receipts, an amount equivalent to the estimated accommodation expenses; c) for work missions abroad, in the case of flat rate reimbursement, an amount equivalent to the estimated travel expenses plus 90% of the maximum allowable expenses laid down in Table 2C. 3. Cash advances may not be requested for estimated expenses under €100. 4. Requests for cash advances, which must include information useful for the purposes of quantification, must be sent to the Administration at least 10 working days prior to the mission start date. Later requests will only be accepted in exceptional cases of proven urgency. 5. After completing their mission, staff who have requested and obtained a cash advance must promptly, and no later than 15 days after the end date of the mission, send the Administration all the documentation necessary to wind up the mission. In the event of failure to submit documentation relative to the mission within the deadlines laid down, the Administration reserves the right to recover any cash advance paid out by withholding such amounts directly from the salary, remuneration or provision at the time of the first disbursement. 6. Staff who have obtained a cash advance for a mission in which they were unable to participate must return the advance received within 10 days of the date on which the mission was due to start. In the event of failure to return the cash advance within this deadline, the Administration reserves the right to recover this sum as described in the previous paragraph. 7.*