

Busta n. 1

- Statuto Sapienza Università di Roma: il Codice etico (art. 9).

- D.lgs n.18/2012: la struttura del bilancio unico di ateneo autorizzatorio di previsione annuale.

- Qual'è la differenza tra *hardware* e *software*?

- Parliament shall consist of the Chamber of deputies and the Senate of the Republic. Parliament shall meet in joint session only in cases established by this Constitution. The Chamber of deputies shall be elected by universal direct suffrage. The number of deputies is six hundred and thirty, twelve of which are elected in the overseas constituency. All voters who have attained the age of twenty-five on the day of elections shall be eligible to be deputies

F. to La Commissione

Busta n. 2

- Statuto Sapienza Università di Roma: articolazione delle strutture (art. 10).
- D.lgs n. 18/2012: gli strumenti informativi del sistema di contabilità economico patrimoniale delle Università statali.
- Qual è la funzione del tasto *stamp*?

- The division of seats among the constituencies, with the exception of the seats of the overseas constituency, shall be calculated by dividing the number of inhabitants of the Republic, as per the latest general census, by six hundred and eighteen and by distributing the seats in proportion to the population in every constituency, on the basis of whole shares and highest remainders.

F. to La Commissione

Busta n. 3

- Statuto Sapienza Università di Roma: i Dipartimenti (art. 11).

- Le finalità e i principi della contabilità economico patrimoniale e analitica adottata dalle Università statali.

- Che cosa è l'estensione di un *file*?

- The Senate of the Republic shall be elected on a regional basis, with the exception of the seats of the overseas constituency. The number of senators to be elected is three hundred and fifteen, six of whom are elected in the overseas constituency. No Region may have fewer than seven Senators; Molise shall have two, Valle d'Aosta one. The division of seats among Regions, with the exception of the number of seats assigned to the overseas constituency and in accordance with the provisions of Article 56 above, shall be calculated in proportion to the population of each Region as per the latest general census, on the basis of whole shares and highest remainders.

F. to La Commissione

Busta n. 4

- Statuto Sapienza Università di Roma: le Facoltà (art. 12).
- Gli organi di un Ateneo statale coinvolti nella redazione e approvazione dei documenti contabili e il relativo ruolo.
- Cosa indica il termine *hardware*?
- Former Presidents of the Republic shall be ex officio life Senators unless they renounce the office. The President of the Republic may appoint as life Senators five citizens who have honoured the Nation through their outstanding achievements in the social, scientific, artistic and literary fields.

F. to La Commissione

Busta n. 5

- Statuto Sapienza Università di Roma: Centri di ricerca, Centri di servizi e Centri misti (art. 15).
- D.lgs n. 18/2012: la finalità del bilancio unico d'ateneo d'esercizio e i documenti che lo compongono.
- Quali dispositivi possono essere utilizzati per il *backup* dei dati?
- Elections for a new Parliament shall take place within seventy days from the end of the term of the previous Parliament. A new Parliament shall be convened no later than twenty days following the election. Until such time as the new Parliament meets, the authority of the previous Parliament shall be extended.

F. to La Commissione

Busta n. 6

- Statuto Sapienza Università di Roma: l'Organismo di mediazione (art. 16).

- I diritti riconosciuti agli interessati, così come disposto dal Reg. UE 2016/679 (detto anche GDPR).

- In Microsoft Word, come si imposta il carattere "corsivo"?

- In default of any other arrangements, Parliament shall be convened on the first working day of February and October. Each House may be convened in special session on the initiative of its President, the President of the Republic or a third of its members. When one House is convened in special session, the other House shall be convened as a matter of course.

F. to La Commissione

Busta n. 7

- Statuto Sapienza Università di Roma: Organi dell'Università (art. 17).

- L'ambito di applicazione territoriale del Reg. UE 2016/679 (detto anche GDPR).

- Cosa è la firma digitale?

- Each House shall adopt its own Rules by an absolute majority of its members. Sittings shall be public; however, either House and Parliament in joint session may decide to convene an in camera sitting. A decision of a House and of Parliament shall not be valid unless a majority of members is present, and such decision is passed by a majority of members present, save for those cases where a special majority is required under the Constitution.

F. to La Commissione

Busta n. 8

- Statuto Sapienza Università di Roma: il Nucleo di Valutazione di Ateneo (art. 21).
- La definizione e gli obblighi demandati al titolare del trattamento (c.d. *data controller*), così come sanciti dal Reg. UE 2016/679 (detto anche GDPR).
- Qual è la definizione di “*database*”?
- The law shall determine the cases of disqualification from the office of deputy or senator. No one may be a member of both Houses at the same time. Each House shall verify the credentials of its members and the causes of disqualification that may arise at a later stage.

F. to La Commissione

Busta n. 9

- Statuto Sapienza Università di Roma: il Collegio dei Direttori di Dipartimento (art. 23).
- La figura dell'Interessato (c.d. *data subject*), come indicato nel Reg. UE 2016/679 (detto anche GDPR).
- In ambiente Microsoft word, come si imposta la funzione “elenco puntato” in un documento?
- Members of Parliament may not be held liable for the opinions expressed or votes cast in the performance of their function. In default of the authorisation of his or her House, no Member of Parliament may be subjected to personal or home search, nor may he or she be arrested or otherwise deprived of personal freedom, nor held in custody, except when a final court sentence is enforced, or when a Member is apprehended in the act of committing an offence for which arrest *flagrante delicto* is mandatory.

F. to La Commissione

Busta n. 10

- Statuto Sapienza Università di Roma: il Collegio dei Revisori dei Conti (art. 24).
- Le fattispecie secondo le quali si rende possibile il trattamento delle categorie particolari di dati personali, così come previsto dal Reg. UE 2016/679 (detto anche GDPR).
- In Microsoft Word, come si esegue il controllo ortografico?
- Legislation may be introduced by the Government, by a Member of Parliament or by such agencies and bodies as may be so empowered by constitutional amendment law. The people may initiate legislation by proposing a bill drawn up in sections and signed by at least fifty thousand voters.

F. to La Commissione

Busta n. 11

- Legge n. 240/2010: Ricercatori a tempo determinato (art. 24).
- I principi relativi al trattamento di dati relativi a condanne penali e reati, alla luce dell'art. 10, Reg. UE 2016/5679 (detto anche GDPR).
- A cosa serve un *cloud*?
- A bill introduced in either House of Parliament shall, under the Rules of procedure of such House, be referred to a Committee and then to the plenary, which shall consider it section by section and then put it to the final vote. The Rules shall establish shorter procedures to consider a bill that has been declared urgent.

F. to La Commissione

Busta n. 12

- Legge n. 240/2010: Disciplina dei lettori di scambio (art. 26).
- La contitolarità del trattamento dei dati personali, ai sensi del Reg. UE 2016/679 (detto anche GDPR).
- Quali sono le principali funzioni di un sistema operativo?
- The Rules may also establish when and how a bill may be considered and definitively passed by a Committee, including a Standing Committee, composed so as to reflect the proportion of Parliamentary Groups. Even in such cases, a bill under committee scrutiny may be referred back to the plenary, if the Government or one-tenth of the members of the House or one-fifth of the Committee request that it be debated and voted on by the House or that it be submitted to the House for final approval, following explanations of vote. The Rules shall establish how committee proceedings are made public.

F. to La Commissione

Busta n. 13

- Legge n. 240/2010: Ricercatori a tempo determinato c.d. di tipo a (art. 24, comma 3, lettera a).
- I compiti essenziali dell'amministratore di sistema, così come definita dal Provvedimento del Garante per la protezione dei dati personali del 27/11/2008 e s.m.i. (Doc. web n. 1577499).
- Cosa si intende per connessione *wireless*?
- The ordinary procedure for consideration and direct approval in plenary shall always be followed for bills on constitutional and electoral matters, delegation of law-making authority, ratification of international treaties, approval of budgets and accounts. Laws shall be promulgated by the President of the Republic within one month of their approval.

F. to La Commissione

Busta n. 14

- Legge n. 240/2010: Ricercatori a tempo determinato c.d. di tipo b (art. 24, comma 3, lettera b).

- Il principio della limitazione della conservazione dei dati personali, secondo quanto stabilito dal Reg. UE 2016/679 (detto anche GDPR).

- In ambiente Microsoft Word, come si imposta il carattere “grassetto”?

- If a House of Parliament, following a decision adopted by an absolute majority of its members, declares a law to be urgent, such law shall be promulgated within the deadline established therein. A law shall be published immediately after promulgation and come into force on the fifteenth day following publication, unless such law establishes a different deadline.

F. to La Commissione

Busta n. 15

- Legge n. 240/2010: il regime a tempo pieno dei docenti universitari.
- La figura del soggetto Autorizzato al trattamento dei dati personali, secondo quanto sancito dal Codice Privacy novellato (D.Lgs n. 196/2003, così come modificato dal D.Lgs n. 101/2018), e dell'art. 29, del Reg. UE 2016/679 (detto anche GDPR).
- In una formula di excel, a cosa serve la funzione "unisci celle"?
- A general referendum may be held to repeal, in whole or in part, a law or a measure having the force of law, when so requested by five hundred thousand voters or five Regional Councils. No referendum may be held on a law regulating taxes, the budget, amnesty or pardon, or a law ratifying an international treaty. Any citizen entitled to vote for the Chamber of deputies shall have the right to vote in a referendum. The referendum shall be considered to have been carried if the majority of those eligible has voted and a majority of valid votes has been achieved. The law shall establish the procedures to hold a referendum.

F. to La Commissione

Busta n. 16

- Legge n. 240/2010: il Collegio dei Revisori dei Conti (art. 2).
- Il principio di minimizzazione dei dati personali, riconosciuto dal Reg. UE 2016/679 (detto anche GDPR).
- In ambiente Microsoft Word, come si imposta il carattere “maiuscolo”?
- The Government may not, without a delegation from Parliament, issue a decree having force of law. When the Government, in case of necessity and urgency, adopts under its own responsibility a temporary measure, it shall submit such measure to Parliament for enactment. During dissolution, Parliament shall be convened within five days after any such measure has been submitted.

F. to La Commissione

Busta n. 17

- Legge n. 241/1990: i casi di esclusione dell'accesso documentale.
- Gli impatti sulla protezione dei dati personali degli interessati con riferimento all'esibizione della certificazione verde Covid-19 (c.d. "Green Pass") da parte dei lavoratori, anche del comparto della pubblica amministrazione.
- Qual è la finalità di un sito *web* istituzionale?
- Such a measure shall lose effect from the beginning unless it is transposed into law by Parliament within sixty days of its publication. Parliament may regulate the legal relations arisen from a rejected decree. Parliament has the authority to declare a state of war and vest the necessary powers into the Government.

F. to La Commissione

Busta n. 18

- Il personale docente universitario.
- La figura del Responsabile del trattamento, secondo quanto stabilito dal Reg. UE 2016/679 (detto anche GDPR).
- Che cosa indica il termine “Provider” di un servizio di posta elettronica?
- Amnesty and pardon may be granted by a law adopted by a two-thirds majority in both Houses of Parliament, on each Article and on the final vote. Such law shall set the deadline for the implementation of amnesty or pardon. Amnesty and pardon thus introduced may not be granted in case of a crime committed after the introduction of such bill.

F. to La Commissione

Busta n. 19

- L'ANVUR.
- Il principio di limitazione delle finalità di trattamento dei dati personali, sancito dal Reg. UE 2016/679 (detto anche GDPR).
- Cosa rappresentano le icone sul *desktop*?
- The State shall balance revenue and expenditure in its budget, taking account of any adverse and favourable phases of economic cycles. No recourse shall be made to borrowing except for the purposes of taking account of the effects of an economic cycle or, subject to authorisation by Parliament passed by an absolute majority vote of members, in exceptional circumstances. Any law involving new or increased expenditure shall provide for the resources to cover such expenditure.

F. to La Commissione

Busta n. 20

- Legge n. 240/2010: i principi della riforma universitaria.
- I compiti demandati al responsabile del procedimento.
- Qual è la definizione di motore di ricerca?
- Every year Parliament shall pass a law approving the budget and the accounts submitted by the Government. Provisional budget implementation shall not be allowed except by an Act of Parliament and only for a period not exceeding four months in total. The content of the budget law, the fundamental rules and the criteria adopted to ensure balance between revenue and expenditure and the sustainability of general government debt shall be established by an Act of Parliament approved by an absolute majority of the Members of each House in compliance with the principles established by a constitutional amendment act.

F. to La Commissione

Busta n. 21

- Legge n. 240/2010: il ruolo del Comitato Nazionale per la Valutazione della Ricerca.
- I compiti demandati al Responsabile Unico del Procedimento.
- Che funzione svolge il disco rigido?
- Each House of Parliament may conduct enquiries on matters of public interest. For this purpose, it shall detail from among its members a Committee formed in such a way so as to represent the proportionality of existing Parliamentary Groups. A Committee of Enquiry may conduct investigations and examination with the same powers and limitations as the judiciary.

F. to La Commissione

Busta n. 22

- L'accesso civico c.d. generalizzato.
- Le peculiarità relative all'avvio del procedimento amministrativo.
- Cosa si intende per “*crash*”?
- The President of the Republic shall be elected by Parliament in joint session. Three delegates from each Region, as shall have been elected by their respective Regional Councils so as to ensure the representation of the opposition, shall participate in the election. Valle d'Aosta shall have one delegate. The President of the Republic shall be elected by secret ballot by a majority of two thirds of the assembly. After the third ballot an absolute majority shall suffice.

F. to La Commissione

Busta n. 23

- L'ambito soggettivo di applicazione della disciplina sulla tutela del dipendente che segnala condotte illecite (*whistleblowing*).
- L'autonomia delle Università statali.
- Cosa indica il termine "*upload*" in internet?
- Any citizen who has attained fifty years of age and enjoys civil and political rights may be elected President of the Republic. The office of President of the Republic shall be incompatible with any other office. The remuneration and entitlements of the President shall be established by law. The President of the Republic shall be elected for seven years.

F. to La Commissione

Busta n. 24

- Le modalità di acquisizione dei crediti formativi universitari.
- Legge n. 240/2010: le commissioni paritetiche docenti-studenti.
- Qual è il significato dell'acronimo DVD?
- Thirty days before the expiration of the term, the President of the Chamber of Deputies shall summon a joint session of Parliament and regional delegates to elect a new President of the Republic. During dissolution of Parliament or in the three-month period prior to dissolution, the election shall be held within the first fifteen days of the first sitting of a new Parliament. In the intervening time, the powers of the incumbent President shall be extended.

F. to La Commissione

Busta n. 25

- I requisiti di accesso al corso di laurea e di laurea magistrale.

- Le valutazioni necessarie da parte di una amministrazione pubblica preliminarmente alla diffusione di un documento amministrativo contenente dati personali degli interessati.

- Cosa si intende per *browser*?

- The functions of the President of the Republic, in all cases in which the President cannot discharge them, shall be performed by the President of the Senate. In case of permanent incapacity or death or resignation of the President of the Republic, the President of the Chamber of Deputies shall call the election of a new President of the Republic within fifteen days, notwithstanding the longer term envisaged during dissolution of Parliament or in the three months preceding dissolution.

F. to La Commissione

Busta n. 26

- La prova finale per il conseguimento del diploma di laurea.
- Le differenze principali tra accesso civico c.d. “semplice” e dell’accesso civico c.d. “generalizzato”, a mente del D. Lgs n. 22/2013 e ss.mm.ii..
- Cosa si intende per Intranet?
- The President of the Republic is the Head of the State and represents national unity. The President may send messages to Parliament. The President shall call the election of a new Parliament and set the date of its first sitting. The President shall authorise the introduction to Parliament of bills submitted by the Government. The President shall enact laws, and issue decrees having force of law and regulations. The President shall call a general referendum in the cases provided for by the Constitution. The President shall appoint State officials in the cases provided for by the law.

F. to La Commissione

Busta n. 27

- I regolamenti didattici di Ateneo.

- Le indicazioni generali (atti di indirizzo e Provvedimenti) prodotte nel corso degli anni dal Garante per la protezione dei dati personali per equilibrare le pretese di trasparenza amministrativa e, al contempo, di tutela della *privacy* degli interessati.

- Cosa succede se un computer viene privato della CPU?

- The President shall accredit and receive diplomats and ratify international treaties that have, where required, been authorised by Parliament. The President shall be the commander-in-chief of the armed forces, shall preside over the Supreme Council of Defence established by law, and shall make declarations of war as have been agreed by Parliament. The President shall preside over the High Council for the Judiciary. The President may grant pardons and commute punishments. The President shall confer the honorary distinctions of the Republic.

F. to La Commissione

Busta n. 28

- Decreto Ministeriale n. 270/2004: titoli e corsi di studio.
- Le finalità principali della disciplina in materia di trasparenza amministrativa, ai sensi del D.lgs. n. 33/2013 e ss. mm. ii..
- Cosa si indica con l'espressione "larghezza di banda"?
- The President of the Republic shall not be responsible for the actions performed in the exercise of presidential duties, except in case of high treason or attack on the Constitution. In such cases, the President may be impeached by Parliament in joint session, with an absolute majority of its members. Before taking office, the President of the Republic shall take an oath of allegiance to the Republic and pledge to uphold the Constitution before Parliament in joint session.

F. to La Commissione

Busta n. 29

- Decreto Ministeriale n. 270/2004: crediti formativi universitari.

- Le principali azioni che l'amministrazione pubblica deve mettere in capo per consentire agli interessati l'esercizio dell'accesso civico generalizzato (c.d. FOIA).

- Cosa si intende per configurazione di *default*?

- The Government of the Republic is made up of the President of the Council and the Ministers who together form the Council of Ministers. The President of the Republic shall appoint a President of the Council of Ministers, on whose proposal the President of the Republic shall appoint Ministers. Before taking office, the President of the Council of Ministers and the Ministers shall be sworn in by the President of the Republic.

F. to La Commissione

Busta n. 30

- Decreto Ministeriale n. 270/2004: requisiti di ammissione ai corsi di studio.
- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: il ruolo del senato accademico nel processo contabile.
- Cosa si intende per *open data*?
- The Government must receive the confidence of both Houses of Parliament. Each House shall grant or withdraw its confidence through a reasoned motion voted by roll-call. Within ten days of its establishment the Government shall come before Parliament to obtain confidence. Rejection of a Government proposal by one or both Houses, shall not call for resignation of the Government. A motion of no-confidence must be signed by at least one-tenth of the members of a House and may be debated at least three days following its submission.

F. to La Commissione

Busta n. 31

- Decreto Ministeriale n. 270/2004: conseguimento dei titoli di studio.
- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: il ruolo del consiglio di amministrazione nel processo contabile.
- In Microsoft Word, cosa si intende per funzione di "giustifica" di un documento"?
- The President of the Council shall conduct and be accountable for the general policy of the Government. The President of the Council shall ensure the consistency of political and administrative policies, by promoting and co-ordinating the activities of Ministers. The Ministers shall be collectively responsible for the decisions of the Council of Ministers; they shall be individually responsible for the decisions of their own ministries. The law shall establish the organisation of the Presidency of the Council, as well as the number, competence and organisation of ministries.

F. to La Commissione

Busta n. 32

- L'autonomia didattica delle Università statali.
- Legge n. 240/2010: le attività in capo ai professori universitari.
- In ambiente Microsoft word, come si impostano i margini di un documento?
- The President of the Council of Ministers and the Ministers, even if no more in office, shall be subject to ordinary justice for any crimes committed in the exercise of their duties, provided authorisation is given by the Senate of the Republic or the Chamber of Deputies.

F. to La Commissione

Busta n. 33

- Decreto Legislativo n. 19/2012: sistema nazionale di valutazione, assicurazione della qualità e accreditamento delle università.

- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: il ruolo dei responsabili amministrativi delegati nel processo contabile.

- Come si allega un documento in un messaggio di posta elettronica?

- Public offices shall be organised under the law and so as to ensure smooth and impartial operation. Civil service rules shall establish the jurisdiction, duties and responsibilities of civil servants. Access to the civil service shall be through competitive examinations, except in the cases established by law.

F. to La Commissione

Busta n. 34

- Decreto Legislativo n. 19/2012: il sistema di accreditamento delle sedi e dei corsi universitari.

- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: il ruolo dei direttori di Area nel processo contabile.

- In ambiente Microsoft word, come si inseriscono i grafici?

- The National Council for Economics and Labour shall be composed, as set out by law, of experts and representatives of the economic categories, in such a proportion so as to take account of their numerical and qualitative importance. It shall serve as a consultative body for Parliament and the Government on such matters and functions as may be vested into it by the law.

F. to La Commissione

Busta n. 35

- Decreto Legislativo n. 19/2012: accreditamento delle sedi.

- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: i principi del sistema contabile.

- Cosa si intende per *layout* di un documento in Microsoft Word?

- The Council of State shall be a consultative body in administrative law and the guarantor of administrative justice. A Court of Auditors shall exercise preventive control over the legitimacy of Government measures, and also ex-post auditing on the implementation of the State Budget. It may participate, in such cases and ways as may be established by the law, in auditing the financial management of entities receiving regular budgetary support from the State. It shall report to Parliament on the outcome of its audits.

F. to La Commissione

Busta n. 36

- Decreto Legislativo n. 19/2012: accreditamento dei corsi di studio.

- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: i sistemi di rilevazione.

- Attraverso quale strumento di Microsoft 365 è possibile condividere dei documenti ed effettuare una riunione a distanza?

- Judicial proceedings shall be exercised by ordinary magistrates empowered and regulated by the provisions concerning the Judiciary. Extraordinary or special judges may not be established. Only specialised sections for specific matters within the ordinary judicial bodies may be established, and these sections may include the participation of qualified citizens who are not members of the Judiciary.

F. to La Commissione

Busta n. 37

- Decreto Legislativo n. 19/2012: relazione annuale delle commissioni paritetiche docenti-studenti.

- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: la struttura del sistema contabile.

- Come si inserisce il blocco schermo?

- The Council of State and the other administrative justice bodies shall have jurisdiction over the protection of legitimate interests before public agencies and, in particular matters laid out by the law, also of subjective rights. The Court of Auditors shall have jurisdiction in matters of public accounts and in other matters laid out by the law. Military tribunals in times of war shall have the jurisdiction established by the law. In times of peace they shall have jurisdiction only over military offences committed by members of the armed forces.

F. to La Commissione

Busta n. 38

- Decreto Legislativo n. 19/2012: relazione annuale dei nuclei di valutazione interna.

- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: il periodo contabile.

- In ambiente Microsoft word, come si aggiungono righe in una tabella?

- The Judiciary shall be autonomous and independent of all other powers. The High Council for the Judiciary shall be presided over by the President of the Republic. The first president and the general prosecutor of the Court of Cassation shall be ex officio members thereof. Two thirds of its members shall be elected by all ordinary judges belonging to the various categories, and one third shall be elected by Parliament in joint session from among university professors of law and lawyers with fifteen years of practice.

F. to La Commissione

Busta n. 39

- Decreto Legislativo n. 19/2012: incentivo ministeriale per i risultati conseguiti dagli atenei.

- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: il piano dei conti.

- In ambiente Microsoft word, come si inseriscono le note in un documento?

- Elected members of the Council shall remain in office for four years and may not be immediately re-elected. They may not, while in office, be registered in professional rolls, nor serve in Parliament or on a Regional Council. The High Council for the Judiciary, in accordance with the regulations of the Judiciary, shall have jurisdiction on recruitment, posting and transfer, promotion and disciplinary measures of member of the Judiciary.

F. to La Commissione

Busta n. 40

- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: il Patrimonio netto e il risultato d'esercizio.

- Legge n. 240/2010: le attività in capo ai ricercatori universitari.

- In ambiente Microsoft word, come si crea un collegamento ipertestuale a una pagina internet?

- Judges shall be recruited through competitive examinations. The law regulating the Judiciary may envisage the appointment, also by election, of honorary judges for all the functions performed by individual judges. Following a proposal by the High Council for the Judiciary, university professors of law and lawyers with fifteen years of practice and registered in the special professional rolls for the higher courts may be appointed Cassation councillors for their outstanding merits.

F. to La Commissione

Busta n. 41

- Legge n. 240/2010: il dottorato di ricerca.

- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: la gestione finanziaria degli investimenti.

- In ambiente Microsoft excel, come si rinomina un foglio di calcolo?

- Judges may not be removed from office; they may not be dismissed or suspended from office or assigned to other courts or functions unless by a decision of the High Council for the Judiciary, taken either for the reasons and in compliance with the defence rights established by the law regulating the Judiciary or with the consent of the judges themselves.

F. to La Commissione

Busta n. 42

- Legge n. 240/2010: il collegio di disciplina.

- A quali requisiti devono rispondere le informazioni riportate sui siti *web* istituzionali dalle amministrazioni pubbliche, nel rispetto degli obblighi di pubblicazione previsti dalla legge (D. Lgs n. 33 e ss.mm.ii.)?

- In ambiente Microsoft word, come si cambia l'estensione di un *file*?

- The law regulating the Judiciary and its categories shall be an ordinary law. The law shall ensure the independence of special court judges and prosecutors, and of any outside persons participating in the administration of justice.

F. to La Commissione

Busta n. 43

- Legge n. 240/2010: i contenuti obbligatori degli statuti delle Università statali.

- L'ambito soggettivo e oggettivo di applicazione della disciplina in materia di trasparenza amministrativa (D.Lgs. n. 33/2013).

- Quale strumento di Microsoft si utilizza per scrivere un documento?

- In criminal law trials, the law shall establish that the accused be promptly and confidentially informed of the nature and reasons of the charges and be given adequate time and conditions to prepare a defence. A defendant shall have the right to cross-examine witnesses for the prosecution, or to have them cross-examined before a judge; examine witnesses for the defence in the same conditions as the prosecutor; and the right to produce any evidence for the defence. The defendant shall be entitled to the assistance of an interpreter in the case such defendant cannot speak or understand the language in which court proceedings are conducted.

F. to La Commissione

Busta n. 44

- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: i documenti contabili di sintesi.

- Legge n. 240/2010: le strutture didattiche e di ricerca.

- In ambiente Microsoft excell, cosa sono i bordi di una cella e come si impostano?

- The formation of evidence in criminal law trials shall be based on an adversarial process. The guilt of the defendant may not be established on the basis of statements by persons who have willingly refused cross-examination by the defendant or the defendant's counsel. The law shall regulate the cases in which the formation of evidence may not occur in an adversarial process, with the consent of the defendant or owing to verified objective impossibility or proven illicit conduct.

F. to La Commissione

Busta n. 45

- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: gli organi di controllo.

- Le finalità generali della Valutazione di Impatto privacy (Anche *Data Protection Impact Assessment*), ai sensi dell'art. 36, Reg. UE 2016/679 (detto anche GDPR).

- Che cosa indica il formato .zip?

- All judicial decisions shall include a statement of reasons. Appeals to the Court of Cassation in cases of violations of the law shall always be allowed against sentences and against measures affecting personal freedom pronounced by ordinary and special courts. This rule can only be waived in cases of sentences by military tribunals in time of war. Appeals to the Court of Cassation against decisions of the Council of State and the Court of Accounts are permitted only for reasons of jurisdiction. The public prosecutor shall have the obligation to institute criminal proceedings.

F. to La Commissione

Busta n. 46

- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: il ruolo del Nucleo di Valutazione di Ateneo.

- I poteri delle Autorità di controllo per la protezione dei dati personali, secondo quanto sancito dal Reg. UE 2016/679 (detto anche GDPR).

- A cosa serve il tasto "canc"?

- Judicial protection of legitimate interests and rights against acts of the civil service before bodies of ordinary or administrative justice shall always be permitted. Such judicial protection may not be excluded or limited to particular kinds of appeal or to particular categories of acts. The law shall determine which judicial bodies shall be empowered to annul acts of the civil service in the cases and with the consequences provided for by the law itself.

F. to La Commissione

Busta n. 47

- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: l'*internal audit*.

- Il diritto, per l'interessato (c.d. *data subject*), di proporre reclamo all'Autorità di controllo, ai sensi della disciplina europea e italiana in materia di protezione dati.

- In ambiente Microsoft Word, a cosa serve la funzione "trova"?

- The Republic shall be composed of municipalities, provinces, metropolitan cities, regions and the State. Municipalities, provinces, metropolitan cities and regions shall be autonomous entities having their own statutes, powers and functions in accordance with the principles laid down in the Constitution. Rome shall be the capital of the Republic. Its status shall be regulated by State Law.

F. to La Commissione

Busta n. 48

- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: la classificazione del patrimonio.

- Gli obblighi cui è tenuto il titolare del trattamento (Reg. UE 2016/679 e Statuto dei Lavoratori) relativamente al trattamento dei dati personali nell'ambito dei rapporti di lavoro.

- Quale strumento informatico si può utilizzare per effettuare una presentazione con animazioni?

- The regional electoral system and the causes for disqualification and incompatibility of the President, the other members of the Regional Government and the Regional councillors shall be established by regional law in accordance with the fundamental principles established by a law of the Republic, which shall also establish the terms of elected offices. No-one may belong at the same time to a Regional Council or a Regional Government and either House of Parliament, another Regional Council, or the European Parliament.

F. to La Commissione

Busta n. 49

- Regolamento di Ateneo per l'amministrazione, la finanza e la contabilità di Sapienza Università di Roma: le immobilizzazioni materiali.

- In caso di violazione dei dati personali (c.d. *data breach*), le condizioni secondo le quali l'evento deve essere comunicato agli interessati.

- Come si condivide un documento attraverso un messaggio di posta elettronica?

- All citizens have the duty to be loyal to the Republic and to uphold its Constitution and laws. Those citizens to whom public functions are entrusted shall have the duty to fulfil such functions with discipline and honour, taking an oath in those cases established by law.

F. to La Commissione