SCHEDA N. 50

Quando si prende il CIG?

Revoca incarico del Direttore Generale

Funzioni statistiche in excel

Leggere e tradurre capoverso 50

SCHEDA N. 17

Cosa è il programma biennale degli acquisti di beni e servizi?

Il Nucleo di Valutazione

Modificare un commento in file excel

Leggere e tradurre capoverso 17

SCHEDA N. 27

Dove vengono definite in maniera tassativa le cause di esclusione?

Composizione del dipartimento

Salvare la presentazione con il titolo FORMAZIONE

Leggere e tradurre capoverso 27

La procedura di evidenza pubblica si articola in 4 fasi, quali sono?

Quali sono gli organi di governo dell'Università

Cambiare carattere di una cella in un foglio excel

Leggere e tradurre capoverso 20

SCHEDA N. 48

Dopo quanto tempo, diventa definitivo il certificato di conformità?

Compiti del Comitato Unico di Garanzia

Eliminare una diapositiva di PowerPoint

Leggere e tradurre capoverso 48

Cosa è l'avvalimento?

Il Consiglio degli Studenti

Inserire un elenco puntato in un testo word

Leggere e tradurre capoverso 13

SCHEDA N. 34

Cosa è una procedura ristretta?

Composizione del Consiglio di Dipartimento

Centrare un testo word

Leggere e tradurre capoverso 34

Cosa sono i requisiti speciali?

Da chi è presieduto il Senato Accademico in caso di assenza o di impedimento del Rettore e del Prorettore Vicario

Unire 3 celle in excel

Leggere e tradurre capoverso 11

15

Entro quanto tempo dall'ultimazione delle prestazioni si deve elaborare il certificato di conformità?

Assenza o impedimento del Direttore del Dipartimento

Creare sul desktop la cartella "Prova" e salvare al suo interno un file excel

Leggere e tradurre capoverso 47

SCHEDA N. 36

Cosa è una procedura negoziata senza previa pubblicazione bando di gara?

Funzioni della Giunta di Dipartimento

Inserire la seconda diapositiva di tipo testo e una immagine presa da internet

Leggere e tradurre capoverso 36

Cosa è una procedura competitiva con negoziazione?

Competenza della rappresentanza studentesca in seno al Consiglio di Dipartimento

Fare una somma automatica in excel

Leggere e tradurre capoverso 35

SCHEDA N. 23

Cosa è il bando di gara?

Da chi è presieduto il Senato Accademico

Copiare il formato di una cella

Leggere e tradurre capoverso 23

Quali sono i documenti principali di una gara?

Il Procedimento disciplinare

Inserire una immagine in un testo word

Leggere e tradurre capoverso 22

SCHEDA N. 16

Requisiti professionali, compiti e funzioni del RUP negli appalti di servizi

Nomina del Nucleo di Valutazione

Inserire una intestazione e piè di pagina in un testo word

Leggere e tradurre capoverso 16

SCHEDA N. 45

Cosa è il certificato di ultimazione delle prestazioni? Chi lo elabora?

Il Prorettore Vicario

Nella prima diapositiva inserire un grafico

Leggere e tradurre capoverso 45

SCHEDA N. 21

Cosa sono le consultazioni preliminari di mercato?

Funzioni del Comitato Unico di Garanzia

Inserire una nuova diapositiva

Leggere e tradurre capoverso 21

ERASMUS CHARTER FOR HIGHER EDUCATION 2021-2027
The European Commission hereby awards this Charter to:
UNIVERSITA DEGLI STUDI DI PALERMO

The Institution undertakes to:

1. Respect in full the principles of non-discrimination, transparency and inclusion set out in the Erasmus+ Programme.
2. Ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.
3. Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System – ECTS) gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility.
4. Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.
5. Ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases.

Implement the priorities of the Erasmus+ Programme:

6. By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.
7. By promoting environmentally friendly practices in all activities related to the Programme.
8. By encouraging the participation of individuals with fewer opportunities in the Programme.
9. By promoting civic engagement and encouraging students and staff to get involved as active citizens before, during and after their participation in a mobility activity or cooperation project.

WHEN PARTICIPATING IN MOBILITY ACTIVITIES

Before mobility

10. Ensure that selection procedures for mobility activities are fair, transparent, coherent and documented.
11. Publish and regularly update the course catalogue on the website well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
12. Publish and regularly update information on the grading system used and grade distribution tables for all study programmes.
13. Ensure that students receive clear and transparent information on recognition and grade conversion procedures.
14. Carry out mobility for the purpose of studying and teaching only within the framework of prior agreements between institutions which establish the respective roles and responsibilities of the parties,
15. as well as their commitment to shared quality criteria in the selection, preparation, reception, support and integration of mobile participants.
16. Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility,
17. by undertaking activities to achieve the necessary level of linguistic proficiency and develop their intercultural competences.
18. Ensure that student and staff mobility is based on a learning agreement for students and a mobility agreement for staff,

19. validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
20. Provide active support to incoming mobile participants throughout the process of finding accommodation.
21. Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.
22. Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.
23. Ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter.

During mobility

24. Ensure equal academic treatment and the quality of services for incoming students.
25. Promote measures that ensure the safety of outgoing and incoming mobile participants.
26. Provide appropriate mentoring and support arrangements for mobile participants, including for those pursuing blended mobility.
27. Integrate incoming mobile participants into the wider student community and in the Institution's everyday life.
28. Encourage them to act as ambassadors of the Erasmus+ Programme and share their mobility experience.
29. Provide appropriate language support to incoming mobile participants.

After mobility

30. Provide incoming mobile students and their sending institutions with transcripts of records containing a full, accurate and timely record of their achievements at the end of the mobility period.
31. Ensure that all ECTS credits gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility, are fully and automatically recognised as agreed in the learning agreement
32. and confirmed by the transcript of records/traineeship certificate; transfer those credits without delay into the student's records,
33. count them towards the student's degree without any additional work or assessment of the student and make them traceable in the student's transcript of records and the Diploma Supplement.
34. Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (the Diploma Supplement).
35. Encourage and support mobile participants upon return to act as ambassadors of the Erasmus+ Programme, promote the benefits of mobility and actively engage in building alumni communities.
36. Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement and in line with the institutional strategy.

WHEN PARTICIPATING IN EUROPEAN AND INTERNATIONAL COOPERATION PROJECTS

37. Ensure that cooperation activities contribute towards the fulfilment of the institutional strategy.
38. Promote the opportunities offered by the cooperation projects and provide relevant support to staff and students interested in participating in these activities throughout the application and implementation phase.

39. Ensure that cooperation activities lead to sustainable outcomes and that their impact benefits all partners.
40. Encourage peer-learning activities and exploit the results of the projects in a way that will maximise their impact on individuals, other participating institutions and the wider academic community.

FOR THE PURPOSES OF IMPLEMENTATION AND MONITORING

41. Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Erasmus+ Programme are described in the Erasmus Policy Statement.
42. Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
43. Make use of the ECHE Guidelines and of the ECHE Self-assessment to ensure the full implementation of the principles of this Charter.
44. Regularly promote activities supported by the Erasmus+ Programme, along with their results.
45. Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website and on all other relevant channels.
46. The Institution acknowledges that the implementation of the Charter will be monitored by the Erasmus+ National Agency and that the violation of any of the above principles and commitments may lead to its withdrawal by the European Commission.

<u>INTERNATIONAL STUDENTS</u>

About Palermo University

47. The University of Palermo (UNIPA) is a consolidated cultural, scientific and teaching presence in central-western Sicily. Its **16 Departments** cover the most important domains of contemporary scientific and technological knowledge.
48. About **122 courses** (first and second cycle) are yearly offered as well as **44 master** and specialization and **23 PhD courses**, targeted to the training of specific professional figures, often in cooperation with external institutions and companies.
49. The University General Hospital is a local health corporation that works in synergy with the School of Medicine. It provides beds, day-hospital beds, and a first-aid service.
50. There is a closed link between UNIPA and the labor market: 3rd students of 1st cycle degree courses and 2nd year students of the 2nd cycle experience practice periods within public or private companies and agencies.

Research activities

51. Palermo University has 16 Departments, where researchers study every day to find new solution to the questions posed by nature, science and society. From Information Technology to Biology, from Mathematics to Medicine,
52. to Social Sciences and Preservation of Cultural Heritage, the University works to make its contribution of innovation and progress to the international scientific community and the world of production.
53. In the laboratories – many of which are open to the local community – the first step of collaboration between researchers in the academic world and in the business world are taken, basic and applied research is carried out, and young brains are given the chance to turn their intuitions to good account.
54. Here scientific research finds its application in robotics, pharmaceutical industry, ecology, and medical diagnostics.

55. Successful technological transfer implies the full synergy of innovative technologies, scientific expertise, production systems and processes.
56. Actually, it is necessary to implement a full-fledged system including the "know-how", production processes, goods, services and organizational and operational skills.

Why UNIPA?

57. You will learn at one of the best technical universities in ITALY. Studying at our university gives you an opportunity to receive thorough education in many fields of study and gain qualifications required by the demanding and fast-changing job market.