

### QUESITO N. 1

Compiti e disciplina degli uffici legali di un ente pubblico.

Aperto un file MS Excel troviamo la seguente situazione:

nella cella B1 il valore numerico 7, nella cella B2 il valore numerico 4.

Inserendo nella cella B3 la formula =B1+B2 spiegare quale valore verrà visualizzato e indicare se è possibile utilizzare anche altre formule per ottenere lo stesso risultato.

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### QUESITO N. 2

Disciplina dell'accesso agli atti di una Università da parte di soggetti interni ed esterni all'amministrazione stessa.

Aperto un file MS Excel troviamo la seguente situazione:

nella cella B1 il valore numerico 7, nella cella B2 il valore numerico 4.

Indicare quale formula inserire nella cella B3 per ottenere come risultato la somma delle celle B1 e B2.

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### QUESITO N. 3

Disciplina degli appalti di servizi di possibile interesse dell'Amministrazione universitaria.

In un file MS Excel come viene individuata ogni singola cella?

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### QUESITO N. 4

Gli accordi fra amministrazioni ex art.15 Legge n. 241/1990 e l'attività in conto terzi nelle università.

Quali sono alcune delle possibili estensioni di un file MS Excel? Elencare le più comuni e per ciascuna fornire una piccola spiegazione.

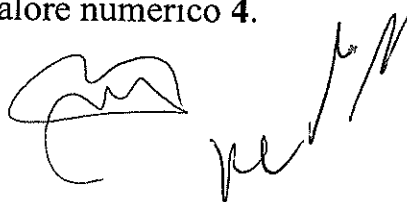
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### QUESITO N. 5

La protezione dei dati personali nell'ambito delle Università.

Aperto un file MS Excel troviamo la seguente situazione:

nella cella B1 il valore numerico 7, nella cella B2 il valore numerico 4.



Inserendo nella cella B3 la formula **=B1+B2** spiegare quale valore verrà visualizzato e indicare se è possibile utilizzare anche altre formule per ottenere lo stesso risultato.

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#### QUESITO N. 6

I consorzi interuniversitari e, in particolare, il profilo della responsabilità dei singoli Atenei consorziati per le obbligazioni assunte dal consorzio.

Quali sono alcune delle possibili estensioni di un file MS Excel? Elencare le più comuni e per ciascuna fornire una piccola spiegazione.



The European Parliament, the Council and the Commission solemnly proclaim the following text as the Charter of Fundamental Rights of the European Union.

## CHARTER OF FUNDAMENTAL RIGHTS OF THE EUROPEAN UNION

### *Preamble*

The peoples of Europe, in creating an ever closer union among them, are resolved to share a peaceful future based on common values.

Conscious of its spiritual and moral heritage, the Union is founded on the indivisible, universal values of human dignity, freedom, equality and solidarity; it is based on the principles of democracy and the rule of law. It places the individual at the heart of its activities, by establishing the citizenship of the Union and by creating an area of freedom, security and justice.

The Union contributes to the preservation and to the development of these common values while respecting the diversity of the cultures and traditions of the peoples of Europe as well as the national identities of the Member States and the organisation of their public authorities at national, regional and local levels; it seeks to promote balanced and sustainable development and ensures free movement of persons, services, goods and capital, and the freedom of establishment.

To this end, it is necessary to strengthen the protection of fundamental rights in the light of changes in society, social progress and scientific and technological developments by making those rights more visible in a Charter.

This Charter reaffirms, with due regard for the powers and tasks of the Union and for the principle of subsidiarity, the rights as they result, in particular, from the constitutional traditions and international obligations common to the Member States, the European Convention for the Protection of Human Rights and Fundamental Freedoms, the Social Charters adopted by the Union and by the Council of Europe and the case-law of the Court of Justice of the European Union and of the European Court of Human Rights. In this context the Charter will be interpreted by the courts of the Union and the Member States with due regard to the explanations prepared under the authority of the Praesidium of the Convention which drafted the Charter and updated under the responsibility of the Praesidium of the European Convention.

Enjoyment of these rights entails responsibilities and duties with regard to other persons, to the human community and to future generations.

The Union therefore recognises the rights, freedoms and principles set out hereafter.

**TITLE I****DIGNITY***Article 1***Human dignity**

Human dignity is inviolable. It must be respected and protected.

*Article 2***Right to life**

1. Everyone has the right to life.
2. No one shall be condemned to the death penalty, or executed.

*Article 3***Right to the integrity of the person**

1. Everyone has the right to respect for his or her physical and mental integrity.
2. In the fields of medicine and biology, the following must be respected in particular:
  - (a) the free and informed consent of the person concerned, according to the procedures laid down by law;
  - (b) the prohibition of eugenic practices, in particular those aiming at the selection of persons;
  - (c) the prohibition on making the human body and its parts as such a source of financial gain;
  - (d) the prohibition of the reproductive cloning of human beings.

*Article 4***Prohibition of torture and inhuman or degrading treatment or punishment**

No one shall be subjected to torture or to inhuman or degrading treatment or punishment.

*Article 5***Prohibition of slavery and forced labour**

1. No one shall be held in slavery or servitude.
2. No one shall be required to perform forced or compulsory labour.
3. Trafficking in human beings is prohibited.

## TITLE II

### FREEDOMS

#### Article 6

##### **Right to liberty and security**

Everyone has the right to liberty and security of person.

#### Article 7

##### **Respect for private and family life**

Everyone has the right to respect for his or her private and family life, home and communications.

#### Article 8

##### **Protection of personal data**

1. Everyone has the right to the protection of personal data concerning him or her.
2. Such data must be processed fairly for specified purposes and on the basis of the consent of the person concerned or some other legitimate basis laid down by law. Everyone has the right of access to data which has been collected concerning him or her, and the right to have it rectified.
3. Compliance with these rules shall be subject to control by an independent authority.

#### Article 9

##### **Right to marry and right to found a family**

The right to marry and the right to found a family shall be guaranteed in accordance with the national laws governing the exercise of these rights.

#### Article 10

##### **Freedom of thought, conscience and religion**

1. Everyone has the right to freedom of thought, conscience and religion. This right includes freedom to change religion or belief and freedom, either alone or in community with others and in public or in private, to manifest religion or belief, in worship, teaching, practice and observance.
2. The right to conscientious objection is recognised, in accordance with the national laws governing the exercise of this right.