


BUSTA NUMERO 5

1. Il Direttore Amministrativo/Direttore Generale della Scuola IMT
2. I documenti che compongono il Bilancio di previsione
3. Gli strumenti di tracciabilità dei pagamenti

5 Ah



BUSTA NUMERO 6

1. Il Nucleo di Valutazione della Scuola IMT
2. Le variazioni al bilancio di previsione
3. Il sistema PagoPA

55

Bh



BUSTA NUMERO 12

1. La gestione delle carte di credito della Scuola IMT
2. L'ammortamento dei cespiti
3. Le attività commerciali tipiche delle Università

AS  
Gh  
SR

BUSTA NUMERO 3

1. Attività formative e titoli di studio della Scuola IMT
2. I documenti contabili consuntivi
3. La ricerca finanziata dal MUR

58  
55  
OR

BUSTA NUMERO 9

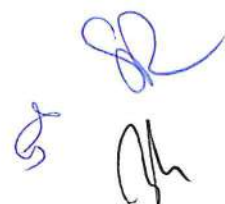
1. Il documento di programmazione triennale della Scuola IMT
2. I principi contabili per la redazione del bilancio delle Università
3. Gli adempimenti della Scuola IMT in qualità di sostituto d'imposta

5


BUSTA NUMERO 10

1. Natura e finalità della Scuola IMT
2. I criteri di valutazione dei crediti
3. Le principali componenti della busta paga



BUSTA NUMERO 11

1. Il Senato Accademico della Scuola IMT
2. La composizione del patrimonio netto
3. Il principio della competenza economica


BUSTA NUMERO 8

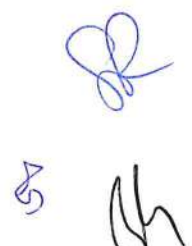
1. La disciplina delle missioni fuori sede della Scuola IMT
2. Il piano dei conti
3. La differenza tra fattura e parcella





BUSTA NUMERO 4

1. Il Direttore/Rettore della Scuola IMT
2. Il sistema contabile adottato dalla Scuola IMT
3. L'emissione della fattura attiva nelle Università


Handwritten signature and initials in blue ink, located in the bottom right corner of the page. The signature is a stylized 'R' or 'P' shape, and the initials below it are 'S' and 'H'.

BUSTA NUMERO 2

1. Il Consiglio di Amministrazione della Scuola IMT
2. I ricercatori a tempo determinato ai sensi della L. 240/2010
3. La fattura elettronica



AS



BUSTA NUMERO 1

1. Il Fondo economale della Scuola IMT
2. Lo split payment
3. Stato patrimoniale: Le immobilizzazioni

5 SR  
AM

BUSTA NUMERO 7

1. Il Comitato Unico di Garanzia della Scuola IMT
2. I costi operativi del bilancio delle Università
3. I criteri di valutazione dei progetti nel bilancio delle Università

Handwritten signatures in blue ink, including a large stylized signature and two smaller ones below it.

BUSTA NUMERO 2

Leggere e tradurre il seguente articolo

**Article 9 - Liability for using areas managed by IMT**

1. The parties authorized to use the areas are liable for any damage caused to property and persons in carrying out their activity.
2. The applicant is required to issue IMT a specific liability waiver regarding the liability for damages to third parties (Annex C). The School is exonerated from any liability connected to these activities.
3. Authorized parties must comply promptly with the provisions of the Regulations, as well as any requirements that will be provided during authorization; the current regulations on accident prevention and fire prevention must however be respected.
4. The premises must be returned in the condition in which they were made available.

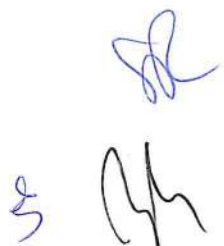


BUSTA NUMERO 5

Leggere e tradurre il seguente articolo

**Article 15 - Responsibilities of the assignee**

1. Upon receiving a room, each student must check the condition and sign a receipt report, which indicates the furniture provided, the state of it and of the lodgings.
2. The assignee must promptly report any detected faults or anomalies in the facilities, systems and furniture. The assignee is obliged to pay compensation for damages caused to third parties or to environments, systems or furniture, due to causes ascribable to him.
3. The sleeping accommodation assignee is required to report contagious diseases certified by medical staff that involve risks for normal cohabitation. In the presence of certain diseases, IMT can temporarily suspend the use of the bed/lodgings until the complete recovery, which must be certified

Handwritten signatures in blue ink at the bottom right of the page. There are two distinct signatures, one above the other, both appearing to be initials or a stylized name.

BUSTA NUMERO 4

Leggere e tradurre il seguente articolo

**Article 14 – Ways of using the hospitality services**

1. The assignment of the sleeping accommodation to students in the university residence is strictly personal. The assignee can only use it for the use it was assigned for and cannot let others use it. Students cannot host third parties even on a temporary basis.
2. The assignee of the sleeping accommodation in the residence or in the guesthouse is personally responsible for what occurs in the areas provided for their exclusive use, including all the equipment and furniture.
3. The assignee receives the room assigned to them with the obligation to return it in the condition they received it, apart from natural wear and tear.

Handwritten signature in blue ink, consisting of a stylized 'S' and 'M'.

BUSTA NUMERO 7

Leggere e tradurre il seguente articolo

**Article 18 - Checks and verifications**

1. IMT has a copy of the keys/badges to access the rooms where the beds are located. For unavoidable checks on systems or urgent and/or non-routine repairs or maintenance, access is allowed to the assigned staff even in the absence of the user and without notice.
2. IMT has the right to check inside the rooms, flats and common areas during the presence of the assignee, in their absence, upon prior notification in the event of an urgency, and at the end of the assignment period, to check the assignees have complied with the Regulations and to verify the presence and extent of any damages.

Handwritten signatures in blue ink, consisting of three distinct marks: a large stylized 'SR' at the top, a smaller 'S' to the left, and a stylized 'AM' to the right.



BUSTA NUMERO 6

Leggere e tradurre il seguente articolo

**Article 17 - Hospitality service termination or temporary interruption for off-site stays for institutional reasons**

1. At the end of the stay, the sleeping accommodations must be returned free from any personal belongings. If a student leaves the sleeping accommodation before the scheduled period, the student must inform the Administration at least 15 days before doing so.

2. In the hypothesis of the student temporarily leaving for institutional reasons, IMT may temporarily revoke the sleeping accommodation limited to the duration of the off-site stay. The student must leave the lodgings free from any personal belongings if the off-site stay lasts longer than 3 months and notify the relevant administrative office of their departure well in advance.

SR  
S AM

BUSTA NUMERO 8

Leggere e tradurre il seguente articolo

**Article 21 - Access to the canteen service**

1. IMT users are entitled to the canteen service as defined in the table attached to Regulations (Annex A).
2. Access to the service is generally subject to the mandatory reservation system
3. Access to the service without reservation or in a different time slot than the one reserved is not permitted, and it is the user's responsibility to cancel the reservation according to the procedures in force in anticipation of the lack of use.
4. In case of availability of the service and that IMT users are not compromised in any way, users outside the School are also allowed, upon specific agreements.

Handwritten signatures in blue ink, consisting of three distinct marks: a large stylized signature at the top, and two smaller, more compact signatures below it.

BUSTA NUMERO 3

Leggere e tradurre il seguente articolo

**Article 12 - University residence**

1. The university residence of the School is located within the Campus San Francesco and is mainly composed of fully furnished double rooms with bathroom and some rooms for the disabled.
2. IMT provides free beds for students entitled to the legal duration of the Program (3 years) in the rooms of the aforementioned residence. The use of beds is excluded during periods of study and research off-site according to the provisions of article 17, paragraph 2 of these Regulations.
3. For the criteria and procedures for the allocation of beds in the university residence, the provisions of the Regulations, competition notices and specific managerial decrees apply.

SR  
M

BUSTA NUMERO 11

Leggere e tradurre il seguente articolo

**Article 29 - Assignment of the offices**

1. The rooms used for offices can be assigned to the internal staff and external collaborators of IMT, for any reason.
2. The use of work equipment (PCs, telephones, printers, etc.) is strictly reserved for School activities.
3. The assignment criteria of the offices considers:
  - a. the actual availability of areas;
  - b. the actual presence of the assignee in IMT, also with reference to participation in institutional events (Welcome Day, Inauguration of the Academic Year, Graduation Ceremony and Researchers' Night and other events);
  - c. the seniority of the assignee's role;
  - d. the scientific level of the assignee, the teaching commitment and number of supervised students;
  - e. the ability of the assignee to attract investments for the School;
  - f. the needs related to specific activities.

SR  
S AM

BUSTA NUMERO 9

Leggere e tradurre il seguente articolo

**Article 7 - Concession method to third parties**

1. Compatibly with the normal performance of the institutional activities, the classrooms and areas may also be granted to third parties, with the appropriate provision of the IMT Director, without prejudice to the limitations imposed on the structures used, but not owned by the School.

2. The concession to third parties can take place free of charge to host seminars, conventions, meetings, research activities and events:

a. organized in collaboration with the School;

b. of institutional interest for the School and strictly connected to the IMT teaching, scientific, research or administrative activities;

c. organized by FCRLU, FLAFR and by interested entities of the region;

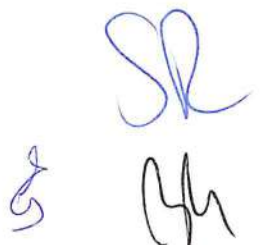
d. in the cases provided for by agreements, contracts or agreements stipulated by the School or by the discretion of the Director.

BUSTA NUMERO 1

Leggere e tradurre il seguente articolo

**Article 8 - Common rules**

1. The request for areas must be presented well in advance of the effective date of use, and in any case with a notice of no less than 15 days, following the procedures established by the IMT Administration.
2. The concession of areas available to IMT for events and promoted initiatives is excluded:
  - a. from political parties, political movements or organizations howsoever called, with the exclusive purpose of propaganda or proselytism;
  - b. from religious confessions or associations and confessional movements for purposes of worship or proselytism
  - c. by parties, associations or groups that are in conflict with the fundamental principles established by the Italian Constitution, or that propagate or support discriminatory ideas or practices based on gender, sexual orientation, citizenship or belonging to ethnic groups, on the language, on religious beliefs about political opinions or personal or social conditions.

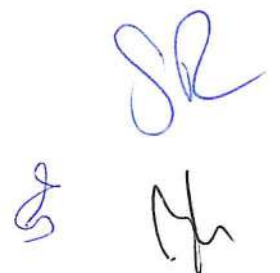
Handwritten signatures in blue ink, including a large 'SR' and a smaller 'G'.

BUSTA NUMERO 12

Leggere e tradurre il seguente articolo

**Article 25 - Authorized parties**

1. It is permitted to organize parties in the campus premises, subject to authorization by the School's Administrative Director. In the case of external guests, please refer to the access modalities pursuant to Article 4, paragraph 2 of these Regulations.
2. The organizing students must present, at least 15 days before the date scheduled for the party, a written request containing the date, place and number of participants, which must be limited to that permitted by the safety regulations of the identified place.
3. The organizing students are the main interlocutors of the School about the running of the party and will be held responsible for the conduct of the participants and any damage caused to the school's property and equipment, as well as the restoration of the premises used (cleaning, tidying, separate collection waste, etc.).

Handwritten signatures in blue ink, including a large stylized signature and a smaller one below it.

BUSTA NUMERO 10

Leggere e tradurre il seguente articolo

**Article 28 - Room cleaning**

1. The cleaning staff has free access to the students' rooms to carry out the service in the manner foreseen by the School (room and bathroom cleaned twice a week with the bed made and one linen change).
2. In the cases in which a student does not want to be disturbed, they can leave a special message affixed to the door of the room; for hygienic reasons, the assignees of the room have the duty to allow the staff to clean the room at least once a week.
3. To facilitate correct room cleaning by the staff assigned to the service, the student will have to leave the room as tidy as possible.
4. The School provides all the linen in the rooms: bed linen and towels, blankets and bedspreads.

S  
SR  
AM



BUSTA NUMERO 10

**Esercizi**

1. Creare una copia del foglio originale
2. Ordinare l'**importo acquisti** in ordine crescente
3. Arrotondare all'unità di euro l'**importo acquisiti**

SR  
B

## BUSTA NUMERO 8

### Esercizi

1. Filtrare i dati per genere femminile
2. Copia formato: mettere in grassetto tutto il genere femminile
3. Calcolare la media dell'importo acquisti del genere femminile

Media importi ->

5  
AL

## BUSTA NUMERO 7

### Esercizi

1. Allineamento: allineare a destra orizzontalmente tutte le celle della tabella
2. Formato celle: togliere decimali
3. A capo: nella cella E11 disporre "acquisti" a capo nella stessa cella
4. Calcolare la media dell'importo acquisti

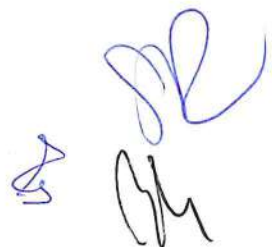
Somma importi ->

5  
5

## BUSTA NUMERO 2

### Esercizi

1. Copia formato: applicare alle celle E9:G9 il formato della cella D9
2. Con una formula calcolare lo sconto (colonna G) come prodotto tra 'importo acquisti' e '% sconto'
3. Calcolare la media dell'importo acquisti **Media importi ->**

Handwritten signatures in blue ink, including a stylized signature and the initials 'BM'.

BUSTA NUMERO 12

Esercizio

Utilizzando le funzioni di Excel, calcolate nelle celle gialle i valori corretti per le diciture richieste.

Armadio	L. 5.500.000
Cassettiere	L. 2.890.000
Pomelli	L. 42.000
Ripiani	L. 135.000
Sveglia	L. 154.500
Divano	L. 4.230.000
Computer	L. 2.560.000

Tot imponibile	
IVA (22%)	
Tot. Fattura	
Sconto	10%
Tot da pagare	

	Anno 1	Anno 2	Anno 3	Anno 4	Anno 5	Anno 6
Ricavi	156.000.000	300.000.000	290.000.000	325.000.000	320.000.000	280.000.000
Costi	180.000.000	212.000.000	240.000.000	250.000.000	300.000.000	340.000.000
Crescita % ricavi anno 6 su anno 1						

*Handwritten signatures and initials in blue ink.*

## BUSTA NUMERO 9

### Esercizi

1. Filtrare i dati per genere maschile
2. Copia formato: mettere in grassetto tutto il genere maschile
3. Calcolare la media dell'importo acquisti del genere maschile

Media importi ->

5  
SR  
R

## BUSTA NUMERO 1

### Esercizi

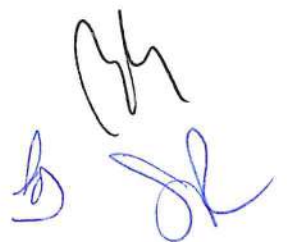
1. Allineamento: allineare al centro orizzontalmente tutte le celle della tabella
2. Formato celle: impostare il formato contabilità sulle celle dell'importo acquisti
3. A capo: nella cella E11 disporre "acquisti" a capo nella stessa cella
4. Calcolare la somma dell'importo acquisti

Somma importi ->

se  
Mh  
SRL

**Esercizi**

1. Creare una copia del foglio originale
2. Ordinare l'**importo acquisti** in ordine decrescente
3. Calcolare l'importo massimo della colonna **importo acquisti**

Handwritten signature in blue ink, consisting of a stylized 'B' followed by a large 'M' and a signature that looks like 'OR'.



## BUSTA NUMERO 3

### Esercizi

1. Creare una copia del foglio originale
2. Calcolare la somma dell'importo acquisti
3. Filtrare i dati per visualizzare solo i clienti di Firenze

Somma importi ->

BM  
S SR

BUSTA NUMERO 5

**Esercizio**  
 Utilizzando le funzioni di Excel, calcolate nelle celle gialle i valori corretti per le diciture richieste.

Armadio L. 5.500.000  
 Cassettiere L. 2.890.000  
 Pomelli L. 42.000  
 Ripiani L. 135.000  
 Sveglia L. 154.500  
 Divano L. 4.230.000  
 Computer L. 2.560.000

Tot imponibile	
IVA (22%)	
Tot. Fattura	
Sconto	10%
Tot da pagare	

	Anno 1	Anno 2	Anno 3	Anno 4	Anno 5	Anno 6
Ricavi	156.000.000	300.000.000	290.000.000	325.000.000	320.000.000	280.000.000
Costi	180.000.000	212.000.000	240.000.000	250.000.000	300.000.000	340.000.000
Crescita % ricavi anno 6 su anno 1						

## BUSTA NUMERO 4

### Esercizi

1. Contare il numero di clienti

N° clienti ->

2. Ordinare per provincia di residenza (alfabetico crescente)

3. Individuare l'importo minimo e massimo dell'importo acquisti

SR

BUSTA NUMERO 6

**Esercizio**

Utilizzando le funzioni di Excel, calcolate nelle celle gialle :

a) nella prima tabella i totali di riga e di colonna

b) nella seconda tabella i valori delle vendite espressi in % sul totale di riga

Valori assoluti	Gen	Feb	Mar	Apr	Mag	Giu	TOT
Maglioni	5.525	6.140	6.559	7.243	7.600	8.100	
Pantaloni	3.245	3.687	4.200	4.401	5.301	5.664	
Giacche	8.976	9.234	7.568	6.504	5.345	3.546	
Gonne	3.762	4.571	6.823	8.354	9.856	8.650	
TOT							

Valori %	Gen	Feb	Mar	Apr	Mag	Giu	
Maglioni							100%
Pantaloni							100%
Giacche							100%
Gonne							100%

5  
M  
SR