



A.Y. 2021-2022 STUDENT GUIDE - FUTURE STUDENTS

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ENROLMENT: WHERE AND WHEN

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Student Secretariat: where and when

The [Student Secretariat](#) can be reached:

- by phone from Monday to Friday, from 10.30 to 12.00 (for all bachelor's degree programmes), by contacting the numbers published [on this page](#)
- **in person**, at the Desk in Bergamo (via dei Caniana, 2) and Dalmine (via Einstein, 2 for the School of Engineering), by appointment at [this link](#)
Mondays, from 13.30 to 15.30
Thursdays, from 10.00 to 12.00
- by **videoconference**, by appointment at [this link](#)
Wednesday and Friday, from 10.00 to 12.00

In order to manage requests for information/notifications and respond as quickly as possible, the Student Secretariat (Bergamo and Dalmine offices) uses a ticket system. Each request made is assigned a unique ticket (number) with which you can track the progress of the request online and view the answers given by the staff of the office.

To open a ticket: [Student Help Desk](#)

For information on the ticket-tracking platform, please refer to the Ticket Management Guide, published on the following webpage: <https://en.unibg.it/node/7035> ("Online Procedure Guides").

To contact the **SOS Freshmen Service**, active from 15 March 2021 from Monday to Friday from 9.00 to 12.00: 035 2052791 www.unibg.it/node/7555

Not to be missed to guide you in choosing your programme of study: [Orientation office](#)



In order to counteract gender stereotypes, our University also considers it important to exercise linguistic commitment. Where the masculine is used in this document for simplification, it is intended to be inclusive of all persons working within the academic community.

2021-2022 Academic Year Administrative deadlines

Find all the **administrative deadlines** scheduled for the 2021-2022 academic year at:

<https://en.unibg.it/node/7037>

More specifically: [Deadlines for open and limited access bachelor's degrees](#)

For deadlines related to tuition and benefits, see the page:

<https://en.unibg.it/node/7676>

EDUCATIONAL OFFER AND REGISTRATION ON THE UNIVERSITY PORTAL

- **2021-2022 Academic Year Educational Offering**
- **Five-year, single-cycle master's degree programme in Primary Education Sciences: useful information**
- **Register on the University portal (Internet desk)**

2021-2022 Academic Year Educational Offering

The University's educational offering for the a.y. 2021-2022 is posted on the page:

<https://en.unibg.it/node/7453> (Three-year and single-cycle degrees)

<https://en.unibg.it/node/7454> (Master's Degrees).

In collaboration with the [Vita-Salute San Raffaele University](#), UniBg inaugurates a new bachelor's degree programme in **Political Science and Global Strategies**. If you are interested in this programme of study you should contact the Vita-Salute San Raffaele University, the administrative headquarters of the Programme.

If you are interested in the inter-university Master's degree programme (single-cycle with a duration of 6 years) in **Medicine and Surgery** (national limited access), delivered in English, you should contact the University of Milan-Bicocca: <https://www.unimib.it/ugov/degree/6541>

Five-year, single-cycle master's degree programme in Primary Education Sciences: useful information

The master's degree course in Primary Education Sciences is programmed at national level:



the number of places, the date, the contents and the modalities of the selective test are determined annually by a Ministerial Decree.

Those who request a transfer to the above-mentioned degree course from another university or from another degree course, re-enrolment following withdrawal/forfeiture or achievement of a second degree must take the [admission test](#) (ITA).

These students, after having passed the admission test and having been placed in a good position in the ranking, can present a request to the competent body for the recognition of university credits from previous careers for admission to the years following the first.

The mandatory selective test scheduled for the 2021-2022 academic year will be held on **Friday, 17 September 2021**.

Students enrolled in the Master of Science in Primary Education programme at another national institution may request a transfer to the Bergamo campus without the need to take an entrance test and will be admitted to the course year following the year of enrolment 2020-2021, based on the outcome of the evaluation of applications received and available places to be filled by the transfer. For students enrolled outside the prescribed time, the competent teaching structure will assess the year of the course to which the student should be enrolled on the basis of a qualitative and quantitative analysis of the course undertaken.

All relevant information will be contained in the 2021-2022 Admission Notice: www.unibg.it/LM-SFP

Register on the University portal (Internet desk)

In order to use the online services offered by the University you must first access the **Internet Desk**: https://helpdesk.unibg.it/helpdesksegestud/index.php?lang=en_US

The registration process is outlined in the desk **registration** process **guide**: <https://en.unibg.it/node/7035> (Online Procedure Guides > Student Internet Desk Registration).

HOW TO CHANGE YOUR PASSWORD?

You need to go into the student internet desk and use the "Change Password" command. Please note that the password change will take effect immediately for the Internet desk, but the new password will only take effect for the various services (e-mail, library, e-learning, ...) the day after the change (the database update takes place at night).

HOW TO EXIT THE INTERNET DESK?

You must use the "Logout" command (top left): this will allow you to return to the University website as a non-authenticated user. Be careful, if your computer is shared with other people, you should always disconnect to protect access to your personalised space.



SUPPORT

- for any information regarding your university career use the Student Service Ticket in the reserved area (path: Secretariat > Other Services > [HELP] Secretariat Communication)
- for any technical difficulty in accessing the services, please write to sia@unibg.it (indicating your student number - if you are a student, surname and name, Italian tax code).

Through the desk **you will be able to:**

enrol in selections for limited access bachelor's degree programmes, pre-enrolment for the limited access single-cycle master's degree programme in Primary Education Sciences and for master's degree programmes

- enrolment in bachelor's degree programmes
- book exams
- view and, if necessary, modify the residence data
- fill in the study plans (this service is active only in some periods of the year)
- view your career (enrolments, exams, tuition)
- change your password.

NB: in the event of **career termination** or **non-renewal of enrolment**, the email account and related telematics services (e-learning access, Wi-Fi, laboratories, ...) will be **kept active for 6 months**, after which they will be **automatically deactivated** upon notification one month after deactivation.

Access to the Internet Desk will remain **active** even after this period and you will be able to use it for consultations, printing of self-declarations and future enrolments in competitive examinations/degree courses.

THE ABC OF THE ENROLMENT PROCEDURE

- **Qualifications required for enrolment**
- **Open access bachelor's and single-cycle master's degree programmes**
- **Limited access bachelor's degree programmes**
- **Additional Educational Requirements (OFA)**
- **Students with a degree obtained abroad: the steps for enrolling in a bachelor's degree programme**
- **Open access master's degree programmes**
- **Limited access master's degree programmes**
- **Students with a degree obtained abroad: the steps for enrolling in a master's degree programme**

Qualifications required for enrolment

SINGLE-CYCLE BACHELOR'S AND MASTER'S DEGREE



- five-year upper secondary school diploma
- or
- degree obtained abroad recognised as suitable

Admission is also allowed to students with a four-year upper secondary school diploma issued by higher education institutes that no longer offer a supplementary year (teacher training institutes and artistic secondary schools), for which the competent educational structures will have to define the contents, duration and modalities for fulfilling the educational deficit.

In case of holders of a four-year upper secondary school diploma, the interested parties, before enrolling, must submit a special application to know the amount of the educational deficit on entry.

In the case of **four-year vocational diplomas at EQF level**, it is necessary, after obtaining the diploma, to attend an annual course and take the state examination in accordance with art. 15 paragraph 6 of Italian Legislative Decree 226/2005.

MASTER'S DEGREE

- bachelor's degree

- three-year university degree

or

- degree obtained abroad recognised as suitable

The relevant body will check both the fulfilment of the curricular requirements and the adequacy of your initial preparation.

In accordance with the specific Didactic Rules of each course of study, the degree obtained in certain classes and the skills and knowledge acquired during previous educational programme, expressed in the form of credits referred to specific scientific-disciplinary areas, constitute curricular requirements.

PROHIBITION OF SIMULTANEOUS ENROLMENT

It is **forbidden to enrol at the same time** in different Universities or Institutes of Higher Education, in different Bachelor's degree, Master's degrees, Specialization Schools and PhD programmes activated by the same University or by other Universities.

On the other hand, simultaneous enrolment in programmes at Universities and Higher Institutes of Music and Dance Studies is allowed.

Open access bachelor's and single-cycle master's degree programmes

The **open-access** bachelor's and single-cycle master's degree programs for the 2021-2022 academic year are as follows:

- Bachelor's degrees at the School of Engineering (TOLC-I)
- Bachelor's degree in Economics (TOLC-E)
- Bachelor's degree in Modern Foreign Languages and Literatures (TOLC-SU)
- Bachelor's degree in Italian Literature (TOLC-SU)
- Bachelor's degree in Philosophy (TOLC-SU)
- Bachelor's degree in Law for National and International Business (TOLC-SU)



- Single-cycle Master's degree in Law (TOLC-SU).

If you intend to choose one of these programmes, you must enrol through the [Internet Desk](#) and pay the fee of €156.00 **from 12 July to 13 September 2021**, according to the procedures that will be reported in the Enrolment Guide for open access degree programmes. 2021-2022 by 9 July 2021: <https://en.unibg.it/node/7035> (Online Procedure Guides section).

By **22 September 2021**, you will have to take the **TOLC** (CISIA Online Test) by registering for the online test on the [CISIA](#) portal by the due date (approximately 7 days prior to the test date). The TOLC will check your initial preparation; if you fail to do so, you will be assigned an Additional Educational Requirement (**OFA**) to be filled within the first year of the programme. The **enrolment will be completed** with the payment of the fee of €156.00 including the regional financial help tax and the virtual stamp duty.

If you intend to request a transfer, re-enrolment following withdrawal/forfeiture, the achievement of a second degree or the shortening of the course, you will **still have to take the TOLC**; within the prescribed deadlines, you can submit to the competent body a request for recognition of credits from previous careers for admission to years subsequent to the first.

If you have already been enrolled for the 2020-2021 academic year in another degree program, you will be able to apply for programme transfer from 2 August to 4 October 2021, but you will need to take the specific TOLC required for admission to the degree programme of interest, unless you have already taken it after 1 January 2020.

For more information on TOLC, consult the CISIA website www.cisiaonline.it

Limited access bachelor's degree programmes

The **limited access bachelor's degree programmes** for the 2021-2022 academic year are as follows:

- Business Administration - 775 seats in total (TOLC-E)
- Communication Sciences - 500 seats in total (TOLC-SU)
- Motor and Sport Sciences - 100 seats in total (TOLC-SU)
- Psychological Sciences - 300 seats in total (TOLC-SU)
- Education Sciences - 700 seats in total (TOLC-SU)

In order to enrol in a limited access bachelor's degree programme, it is necessary to take an admission test - [the TOLCs - the CISIA On-Line Tests](#) - which will allow you to access the rankings and compete for admission to the chosen programme.

You can find the relevant **admission notices**, with all the dates of the selection sessions and useful information for the subsequent acceptance of seat and enrolment, on the page www.unibg.it/node/10733 (ITA)

For more information on TOLC, consult the CISIA website www.cisiaonline.it

If you intend to apply for **transfer** from another university, **re-enrolment following withdrawal/forfeiture, second degree** or **course shortening**, you must take the TOLC and pre-enrol for a selection session. Only if you are placed in the ranking list will you be able to present a request to the competent body, within the deadline, for recognition of credits



from your previous career for admission to a year of study following the first.

If you have already been enrolled in the 2020-2021 academic year in another degree programme and wish to apply for a **change of programme**, you must apply for selection and take the specific TOLC required for admission to the programme (unless you have already taken it after 1 January 2020).

If you are placed in the ranking list, you will be required to apply for a transfer of programme by the deadline.

You will be able to participate only in the second selection session (if you do not intend to take exams in September) **or in the third selection session** (if you intend to take exams also in the autumn session on a date prior to the date of acceptance of the seat).

Transfers of programme in the first year are **not** allowed; once you have enrolled in the first year of the programme **you will not be able to transfer** to other universities **or request suspension of your studies**.

NB: For the single-cycle master's degree programme in **Primary Education Sciences**, regulated by a specific announcement following the issuance of the Ministerial Decrees of reference, the national selective entrance test (**different from the TOLC**) will be held on **16 September 2021**.

Additional Educational Requirements (OFA)

The initial preparation is verified using the **TOLC** (TOLC-E, TOLC-I and TOLC-SU).

During the first year of the programme, academic activities will be organized to make up for any educational deficit resulting from the TOLC. At the end of these programmes, tests will be carried out to ascertain that the educational deficit has been satisfied.

You will have to fulfil the Additional Educational Requirements (**OFA**) **by 30/09/2022**; if you do **not do so**, you will not be able to enrol in the 2nd year of the programme and will be required to enrol as a repeat student in the 1st year.

The modalities for the fulfilment of the OFAs and the indication of the threshold scores to be reached in the TOLCs to be admitted without OFAs are available on the page of the chosen degree course, under Enrolment>FULFIL OFAs.

For **limited access bachelor's degree programmes**, the admission test is also an initial preparation test (check the threshold scores in the notice of reference).

Students with a degree obtained abroad: the steps for enrolling in a bachelor's degree programme

OPEN ACCESS BACHELOR'S AND SINGLE-CYCLE MASTER'S DEGREE PROGRAMMES

- . Philosophy – TOLC-SU
- . Italian Literature – TOLC-SU
- . Modern foreign languages and literatures – TOLC-SU
- . Economics – TOLC-E
- . School of Engineering – TOLC-I



- . Law - TOLC-SU
- . National and international business law - TOLC-SU

ADMISSION PROCEDURES FOR LEGALLY RESIDENT EUROPEAN OR NON-EUROPEAN CANDIDATES

If you are a **European or legally resident candidate** with a foreign degree, you will be able to enrol in an open access programme **from 12 July to 13 September 2021** via the [Internet Desk](#).

The Registration Guide can be found at <https://en.unibg.it/node/7035> (Guide to online procedures>Registration at the Student Internet Desk); from 9 July you will also find the Enrolment Guide.

You will have to take the TOLC for the programme you have chosen by registering for the online test on the [CISIA](#) portal by 22 September 2021 and sending a copy of your high school diploma by 13 September 2021 by means of the [Student Help Desk](#) ticket (selecting "Foreign Students Secretariat" from the menu).

ADMISSION PROCEDURES FOR NON-EUROPEAN CANDIDATES APPLYING FOR STUDENT VISAS

If you are a **non-European candidate residing abroad**, you must follow the regulations published on the Italian Ministry of Education, Universities and Research website <https://www.studiare-in-italia.it/studentistranieri/>

You must therefore:

1. Pre-enrol on the portal www.university.it, enclosing a copy of your high school diploma, passport and certificate of B2 Italian language level competence, which will exempt you from the Italian language test;
2. take the TOLC for the chosen course and the Italian language proficiency test to be scheduled by accessing the [CISIA](#) portal;
3. verify that you have been admitted to the programme: <https://www.unibg.it/node/10733> (ITA)
4. if you are admitted, print the pre-enrolment application from www.university.it, contact the Embassy indicated to receive the study visa and the documentation indicated in the paragraph below.

Degree documentation

In order to obtain the necessary documents for enrolment, we recommend that you contact **the Italian Embassy in your country of origin** in advance.

From the Embassy you must obtain:

- the original foreign degree, legalised and translated into Italian;
- the declaration of value of the degree issued by the Italian Embassy abroad or the certificate of comparability issued by [CIMEA.IT](#);
- the certificate with the list of exams, legalised and translated into Italian or English;
- proof of academic aptitude, if required in the country of origin;
- the entry visa for study (residents abroad), passport and Italian tax code.

How is the assessment of a qualification obtained abroad carried out?

The formal check of the qualification is carried out by the Student Secretariat after the submission of all the required documentation via the [Student Help Desk](#) ticket.



The checks shall relate to the degree, type, duration, level of the qualification, the institution which awarded the qualification, previous education level, academic entitlements and whether the qualification was actually obtained.

LIMITED ACCESS BACHELOR'S DEGREE PROGRAMMES

- . Communication Sciences - TOLC-SU
- . Business Administration - TOLC-E
- . Psychological Sciences - TOLC-SU
- . Education Sciences - TOLC-SU
- . Motor and Sport Sciences - TOLC-SU

ADMISSION PROCEDURE FOR EUROPEAN CANDIDATES OR LEGAL RESIDENTS

If you are a **European or legally resident candidate** holding a foreign degree you can take part in the selection and you will be included in the ranking for Italian, European and non-European legally resident candidates.

The selection is made by taking the TOLC corresponding to the chosen programme with online registration on the [CISIA](#) portal.

The ranking of those admitted and the deadlines for enrolment will be published on the University website on the dates indicated in the call for applications.

Please send a copy of your high school diploma by ticket **no later than** the deadlines indicated in the respective admission notices: [https://www.unibg.it/node/10733 \(ITA\)](https://www.unibg.it/node/10733)

ADMISSION PROCEDURES FOR NON-EUROPEAN CANDIDATES LIVING ABROAD

If you are a **non-European candidate residing abroad**, you must follow the regulations published on the Italian Ministry of Education, Universities and Research website <https://www.studiare-in-italia.it/studenti stranieri/>

You will be placed in the ranking reserved for visa applicants.

You must pre-enrol on the portal www.universitaly.it, enclosing a copy of your high school diploma, passport and certificate of B2 Italian language level competence, which will exempt you from the Italian language test. You have to take the TOLC related to the programme you have chosen and the Italian language proficiency test to be scheduled by accessing the [CISIA](#) portal.

The University website will publish the list of those admitted and the enrolment procedures: [https://www.unibg.it/node/10733 \(ITA\)](https://www.unibg.it/node/10733)

If admitted and placed in the ranking, you will have to print the pre-enrolment application from the website www.universitaly.it and contact the Embassy to receive the study visa and the documents indicated in the paragraph below.

Degree documentation

In order to obtain the necessary documents for enrolment, we recommend that you contact **the Italian Embassy in your country of origin** in advance.

From the Embassy you must obtain:

- the original foreign degree, legalised and translated into Italian;
- the declaration of value of the degree issued by the Italian Embassy abroad or the certificate of comparability issued by [CIMEA.IT](#);
- the certificate with the list of exams, legalised and translated into Italian or English;



- proof of academic aptitude, if required in the country of origin;
- the entry visa for study (residents abroad), passport and Italian tax code.

How is the assessment of a qualification obtained abroad carried out?

The formal check of the qualification is carried out by the Student Secretariat after the submission of all the required documentation via the [Student Help Desk](#) ticket.

The checks shall relate to the degree, type, duration, level of the qualification, the institution which awarded the qualification, previous education level, academic entitlements and whether the qualification was actually obtained.

TUITION AND FEES

If you are an international student you can refer to the page:

<https://en.unibg.it/services-facilities/students-office/taxes-and-benefits>

SCHOLARSHIPS

You can find the information on the page:

<https://en.unibg.it/services-facilities/students-office/scholarships>

Open access master's degree programmes

The **open access master's** degree programmes for 2021-2022 are as follows:

- Human rights, migration and international cooperation
- Construction Engineering
- Mechanical Engineering
- Mechatronics and Smart technology engineering
- Engineering and management for health
- Management engineering
- Management engineering (provided in English)
- Computer Engineering
- Communication, information, publishing
- Comparative modern cultures
- Philosophy and history of natural and human sciences
- Geourbanism. Territorial, urban and environmental analysis and planning and landscape enhancement
- Intercultural studies in languages and literatures
- Modern languages for communication and international cooperation
- Planning and management of tourism systems
- Economics and data analysis
- Economics & finance.

Pre-enrolment is open **from 12 April to 10 September 2021**.

You can pre-enrol for a **maximum of 2 Master's degree programmes**, paying the required pre-enrolment fee of € 52.00 for each programme of interest.

CALENDAR

Initial preparation check

from 21 to 25 June 2021 (if you have pre-enrolled by 31 May 2021)

from 6 to 10 September 2021 (if you have pre-enrolled by 6 August 2021)



27 September to 1 October 2021 (if you have pre-enrolled by 10 September 2021).

Enrolment

from 12 July to 31 August 2021 (if you have pre-enrolled by 31 May 2021)

from 13 to 30 September 2021 (if you have pre-enrolled by 6 August 2021)

from 4 to 29 October 2021 (if you have pre-enrolled by 10 September 2021).

If you are **adequately prepared**, you will have to fill in the **application form online** (access from [Internet Desk](#)) and pay the regional financial help tax and the stamp duty paid virtually for a total of €156.00.

Guide to the online pre-enrolment procedure for the master's degree: <https://en.unibg.it/node/7035>

The following may be enrolled:

- **graduate** students;
- **those who believe they will graduate within the extraordinary session of March/April 2022**, provided that, at the time of enrolment, they still have to take no more than 3 exams for a maximum of 24 CFUs (including any internship, if already started) in addition to the final exam;
- those who have already graduated and are **enrolled in single courses for the 2020-2021 academic year** in order to complete the requirements necessary for enrolment in the master's degree programme and by the deadline for pre-enrolment have not yet completed their exams. These students, if they meet the requirements, can pre-enrol with reservation within the deadline, provided that, at the time of pre-enrolment, they still have to take exams for a maximum of 24 CFUs to be passed by the **2022 January/February** session.

If you have pre-enrolled even though you do not meet the above requirements for the missing exams, the Student Secretariat will automatically cancel your pre-enrolment application.

If you have not yet obtained your degree you will be pre-enrolled *conditionally* and must obtain your degree by the extraordinary session in **March/April 2022**.

If you do not receive your bachelor's degree by the March/April 2022 graduation session, but in the meantime you have attended the master's degree courses, you can take the exams after you receive your degree, subject to enrolment in the individual courses (at no additional cost for UniBg graduates).

If, despite being a graduate, you do not meet the curricular requirements, you can enrol in single courses in the 2021-2022 academic year and enrol in a master's degree programme in the following academic year, requesting validation of any credits acquired in addition to those needed to complete the missing requirement.

If you intend to request a transfer from another University, transfer from another specialized/master's degree programme, obtain a second master's degree, shortening your course or re-enrolment following withdrawal/forfeiture, you must first enrol and, in case of admission, you can submit the following application.

The individual educational facilities indicate the curricular requirements necessary for enrolment in the programme and regulate the methods for verifying adequate initial preparation: refer to the [department to which you belong](#) for all useful information.



Limited access master's degree programmes

The **limited access** master's degree programmes for the 2021-2022 academic year are as follows:

- Business administration, professional and managerial accounting (including the Business administration, professional and managerial accounting curriculum provided in English);
- Management, marketing & finance;
- Management, innovation and finance;
- Clinical Psychology (including the Clinical Psychology for individuals, families and organizations curriculum);
- Pedagogical sciences.

Pre-enrolment

From 12 April to 31 May 2021 (first time window)

From 14 June to 19 July 2021 (second time window)

From 2 August to 27 August 2021 (third time window)

Publication of the admitted list

By 28 June 2021 (first time window)

By 6 August 2021 (second time window)

By 17 September 2021 (third time window)

Enrolment

By 2 July 2021 (first time window)

Publication of available seats by 7 July 2021

Enrolments for the first round by 12 July 2021

By 20 August 2021 (second time window)

Publication of available seats by 25 August 2021

Enrolments for the first round by 30 August 2021

By 24 September 2021 (third time window)

Publication of available seats by 29 September 2021

Enrolments for the first round by 4 October 2021

If you are placed in a **favourable position in the ranking list** and you are admitted to the master's degree programme, you will have to fill in the online enrolment form and pay the regional financial help tax and the stamp duty paid virtually for a total of €156.00.

It is possible to submit **only one application** within the three selection windows; if you are not admitted, you can re-enter the ranking list for possible scrolling.

Any seats not allocated in the first selection will be added to the second, those not allocated in the second selection will be added to the third. If, at the end of the enrolment process foreseen by the three selection procedures, seats are available, a single final ranking will be drawn up from all the candidates who were "not admitted" or "not eligible" in the three selections. Any available seats will be allocated on the basis of the order of the single ranking list.

See the **announcement** for all useful information, including the **dates of the ranking lists** and **repechage**: [www.unibg.it/node/11212 \(ITA\)](http://www.unibg.it/node/11212)



Guide to the online pre-enrolment procedure for the Master's degree: <https://en.unibg.it/node/7035>

The following may be enrolled:

- graduate students;
- those who believe they will graduate within the extraordinary session of March/April 2022, provided that, at the time of enrolment, they still have to take no more than 3 exams for a maximum of 24 CFUs (including any internship, if already started) in addition to the final exam;
- those who have already graduated and are enrolled in single courses for the 2020-2021 academic year in order to complete the requirements necessary for enrolment in the master's degree programme and by the deadline for pre-enrolment have not yet completed their exams. These students, if they meet the requirements, can pre-enrol with reservation within the deadline, provided that, at the time of pre-enrolment, they still have to take exams for a maximum of 24 CFUs to be passed by the 2022 January/February session.

If you have pre-enrolled even though you do not meet the above requirements for the missing exams, the Student Secretariat will automatically cancel your pre-enrolment application.

If you have not yet obtained your degree you will be pre-enrolled *conditionally* and must obtain your degree by the extraordinary session in March/April 2022.

If you do not receive your bachelor's degree by the March/April 2022 graduation session, but in the meantime you have attended the master's degree courses, you can take the exams after you receive your degree, subject to enrolment in the individual courses (at no additional cost for UniBg graduates).

If you intend to request a transfer from another University, transfer from another specialized/master's degree programme, obtain a second master's degree, shortening your course or re-enrolment following withdrawal/forfeiture, **you must first enrol and, in case of admission and favourable placement in the ranking, you can submit the next application** within the deadline.

Students with a degree obtained abroad: the steps for enrolling in a master's degree programme

OPEN ACCESS MASTER'S DEGREE PROGRAMMES

The **open access** master's degree programmes for 2021-2022 are as follows:

- Planning and Management of Tourism Systems
- Intercultural Studies in Languages and Literatures
- Geourbanism. Territorial, urban and environmental analysis and planning and landscape enhancement
- Modern Languages for Communication and International Cooperation
- Human Rights, Migration and International Cooperation
- Construction Engineering
- Mechanical Engineering
- Mechatronics and Smart Technology Engineering
- Engineering and Management for Health
- Management engineering
- Management Engineering (provided in English)
- Computer Engineering



- Communication, Information, Publishing
- Comparative modern cultures
- Philosophy and history of natural and human sciences
- Economics and Data analysis
- Economics & Finance

ADMISSION PROCEDURES FOR LEGALLY RESIDENT EUROPEAN OR NON-EUROPEAN CANDIDATES

If you are a **European or legally resident candidate** with a foreign degree you will be able to:

- fill in the pre-enrolment form and make the payment of €52.00 **from 12 April to 10 September 2021** (the online pre-enrolment guide is available at <https://en.unibg.it/node/7035>)

- attend the admission interview, if scheduled, on the dates published on the page of the master's degree programme you are interested in.

If you are admitted, you will have to enrol by the dates indicated on the page <https://en.unibg.it/node/7883> (open access master's degrees).

ADMISSION PROCEDURES FOR NON-EUROPEAN VISA APPLICANTS

If you are a **non-European candidate residing abroad**, you will be able to:

- fill in the pre-enrolment form and make the payment of €52.00 **by 10 September 2021** (the online pre-enrolment guide is available at <https://en.unibg.it/node/7035>);

- fill out the pre-registration application at www.universitaly.it;

- take the admission interview on the dates published on the page of the degree course <https://en.unibg.it/node/7454>

If you are admitted, you will have to print the pre-enrolment application form from the website www.universitaly.it, contact the Embassy to receive your study visa and enrol within the dates indicated at <https://en.unibg.it/node/7883> (open access master's degrees).

Degree documentation

In order to obtain the necessary documents for enrolment, we recommend that you contact **the Italian Embassy in your country of origin** in advance.

From the Embassy you must obtain:

- the foreign high school diploma in the original language;
- the Bachelor's degree parchment, legalised and translated into Italian;
- the declaration of value of the degree issued by the Italian Embassy abroad or the certificate of comparability issued by CIMEA.IT;
- the certificate with the list of exams, legalised and translated into Italian or English;
- study visa, passport and Italian tax code.

LIMITED ACCESS MASTER'S DEGREE PROGRAMMES

The **limited access** master's degree programmes for 2021-2022 are as follows:

- Business administration, professional and managerial accounting (including the Business administration, professional and managerial accounting curriculum provided in English);
- Management, Marketing & Finance
- Management, Innovation and Finance



- Clinical Psychology (including the Clinical Psychology for individuals, families and organizations curriculum)
- Pedagogical Sciences

ADMISSION PROCEDURES FOR LEGALLY RESIDENT EUROPEAN OR NON-EUROPEAN CANDIDATES

If you are a **European or legally resident candidate** with a foreign degree you will be able to:

- read the announcement published on the page of the Master's degree programme you are interested in and the admission procedures: www.unibg.it/node/11212 (ITA)
- fill in the pre-enrolment form and make the payment of €52.00 **from 12 April to 31 May 2021** (first time window), **from 14 June to 19 July 2021** (second time window) or **from 2 August to 27 August 2021** (third time window): <https://en.unibg.it/node/7883> (master's degrees with limited access). The online pre-enrolment guide can be found at <https://en.unibg.it/node/7035>;
- verify admission to the ranking list;
- enrol, if you are admitted in the ranking, within the deadline foreseen in the relevant admission notice.

It is possible to submit **only one application** within the three selection windows; if you are not admitted, you can re-enter the ranking list for possible scrolling.

Any **seats not allocated** in the first selection will be added to the second, those not allocated in the second selection will be added to the third. If, at the end of the enrolment process foreseen by the three selection procedures, seats are available, a single final ranking will be drawn up from all the candidates who were "not admitted" or "not eligible" in the three selections. Any available seats will be allocated on the basis of the order of the single ranking list.

ADMISSION PROCEDURES FOR NON-EUROPEAN VISA APPLICANTS

If you are a **non-European applicant residing abroad**, your application will be assessed if you have submitted your pre-enrolment in the <https://apply.unibg.it/> portal **by 26 March 2021**.

The results will be published on the following page:

<https://en.unibg.it/study/enrollment/foreign-students-join-us/non-eu-students>

If you have been **successfully ranked**, you must:

1. fill in the pre-enrolment application on the portal www.universitaly.it;
2. fill in the online pre-enrolment application on the University website and pay the required contribution of €52.00 (the online pre-enrolment guide can be found at <https://en.unibg.it/node/7035>);
3. print the pre-enrolment application from the portal www.universitaly.it, as soon as it has been approved by the University;
4. contact the Embassy to receive a student visa;
5. enrol by the date stated in the admission notice.

Degree documentation

In order to obtain the necessary documents for enrolment, we recommend that you contact **the Italian Embassy in your country of origin** in advance.

From the Embassy you must obtain:



- the foreign high school diploma in the original language;
- the Bachelor's degree parchment, legalised and translated into Italian;
- the declaration of value of the degree issued by the Italian Embassy abroad or the certificate of comparability issued by CIMEA.IT;
- the certificate with the list of exams, legalised and translated into Italian or English;
- study visa, passport and Italian tax code.

PART-TIME ENROLMENT

- **Conditions for enrolling as a part-time student**
- **Submitting an application for part-time enrolment**
- **What is the expected fee for part-time students?**
- **Is it possible to change my status from full-time to part-time or vice versa?**

Conditions for enrolling as a part-time student

You can apply for part-time enrolment if you are **ALREADY** enrolled in a bachelor's, single-cycle master's degree and master's degree programme and fall into one of the following categories:

- a) Students engaged for a period of at least six months of the year, on a non-occasional basis, in any type of subordinate, self-employed or professional work activity, duly documented (contracts, VAT and/or income tax returns) and with an income of more than € 2,840.51 (equal to that required by tax regulations in order not to be considered dependent on another person for the purposes of IRPEF), including cases of activity carried out in family businesses, duly documented, excluding extracurricular internships.
- b) Student performing Civic Service: for the academic year in which the Service is performed and for the following academic year.
- c) A student who is not occasionally engaged in the care and assistance of family members who are dependent for reasons of age or health. The family member's condition of non-self-sufficiency must be proven by disability certificate issued by the Agency for the Health Protection (ATS). The student will also need to document their commitment to care and assistance through a report from an NHS doctor.
- d) Student with personal, family, health or disability issues:
 - suffering from illnesses that do not allow the regular progression of the academic career, proven by certificate issued by the Agency for the Health Protection (ATS). Students diagnosed with specific learning disorders (DSA) as per Law 170/2010, must present suitable certificate issued no more than three years previously by the National Health Service or by specialists and facilities accredited by the same;
 - with children or pregnant. Student with children up to 5 years of age and pregnant student from the eighth month of pregnancy or with a diagnosis of pregnancy at risk, certified by a medical specialist. In such cases, only one of the parents is eligible for part-time enrolment.
- (e) Student engaged in sport at a high national or international level. High level athlete status will be verified by the University Sports Committee within the UPS4 programme.
- f) Student engaged in professional artistic activity. This condition must be documented and certified (curriculum, contracts, records).

For more information, consult the page <https://en.unibg.it/node/7656> under "Part-time".

You can find the University Regulations for the enrolment of part-time students at



www.unibg.it/node/66 (ITA)

Submitting an application for part-time enrolment

The degree programmes can define the part-time educational programme through the preparation of specific study plans, detailed in terms of distribution of the teachings for the individual periods of attendance and with a number of university credits equal to **50% of** what is provided for each academic year for full-time students.

If you are enrolled in 2021-2022 and meet one of the requirements described in the previous paragraph, you can request enrolment on a part-time basis at the **time of enrolment** by sending all the necessary documentation to webcam@unibg.it.

The acquisition of part-time student status starts from the year in which the application is accepted and **cannot be changed during the year**.

If you are a full-time student enrolled for a year following the first one, your application for part-time enrolment, to be submitted **between 2 August and 4 October 2021** (change of status form available at www.unibg.it/segremoduli [ITA] starting from 2 August 2021), will be evaluated taking into account the compatibility between part-time enrolment and the number of years of active study for the degree programme and the system in which you are enrolled, after any OFAs have been completed (in the case of single-cycle degree or master's degree programmes).

In the event of **transfer to another degree programme**, you may maintain your part-time student status after checking the compatibility between part-time enrolment and the new degree programme.

You will be able to maintain your part-time enrolment in subsequent years, unless you withdraw in writing by the deadline for renewal of enrolment for the following academic year, using the "Change of status" form available at www.unibg.it/segremoduli [ITA]

What is the expected fee for part-time students?

If you intend to enrol on a part-time basis, you will have to pay in full the instalment for the regional tax and the stamp duty; you will get a **50% reduction** of the all-inclusive tuition due, according to the ISEEU indicator to be requested every year.

If you request to change from full-time to part-time enrolment, you will not be able to request a refund for previous academic years.

Is it possible to change my status from full-time to part-time or vice versa?

You can request to return to full-time status if you wish to complete your studies and obtain your degree earlier than you would with part-time status. However, **you will need to have completed a full year (i.e. first year + first year repeat) before you can apply for a change in status**.

A **return to full-time** status is envisaged for all further situations involving an earlier termination of your career than under the part-time commitment scheme you joined and in the event that, not having obtained your degree within the adjusted period, you have to



renew your enrolment as **"supplementary year"**.

Important: the change of status (from full-time to part-time and from part-time to full-time) is allowed **only once during your ongoing enrolment in each degree programme**.

Any change of regime, which you can request **by the deadline for renewing your enrolment for the following academic year (changes during the year are not possible)**, will be granted after checking the requirements and compatibility with the chosen path.

CREDIT RECOGNITION TO SHORTEN YOUR CAREER (three-year and five-year, single-cycle degrees)

- **If you transfer from another University**
- **To enrol in a second degree**
- **Foreign degree recognition**
- **Credit recognition to shorten your course**
- **Re-enrolment following withdrawal/forfeiture**

If you transfer from another University

You will have to request from your university of origin an official withdrawal letter and submit your application for transfer to the University of Bergamo **from 2 August to 4 October 2021, if you have passed the required TOLC and, in the case of a limited access programme, if you have been placed in the ranking, accepting the seat and completing the enrolment process by the deadline indicated in the admission notice**.

The incoming transfer application must be entered online via the internet desk **by 4 October 2021**:

<https://en.unibg.it/node/7035> (Online Procedure Guides)

Within the same deadline you will have to pay the fee of €95.00 for the evaluation of your previous career in the following way:

- online payment through the PagoPA platform (select the "Payments" button, click the Invoice number and then "Pay with PagoPA").

For further information: <https://en.unibg.it/node/7676> Payment section.

The university of origin will be responsible for forwarding the student's official withdrawal letter to the University of Bergamo.

- Recognition of all or part of the credits acquired will be carried out by the incoming teaching structure and will take place on the basis of the content of the course programme in compliance with the Rules and Didactic Regulations of the target degree programme.

- After the resolution of the Board, the Office will send you an email with the recognition of exams taken during the previous career, the year of admission and the study plan of reference.

Please note, **if you intend to transfer to the single-cycle master's degree course in Primary Education Sciences**, you must apply for pre-enrolment by the deadline and take the admission test on 17 September 2021. If you pass the admission test and you are placed in the ranking, you will have to submit a transfer application to the University of origin. The receipt of the application must be sent to the Student Secretariat by email (ammissionesfp@unibg.it) **within the deadline indicated in the notice of admission**.

ADMISSION TO YEARS SUBSEQUENT TO THE FIRST

Based on the number of CFUs recognized, you will be admitted to the corresponding year of the programme as indicated below (resolution of the Academic Senate of 1 March 2021):

BACHELOR'S DEGREES

- up to 29 CFUs recognized: admission to the first year of the programme
- from 30 to 89 CFUs recognized: admission to the second year of the programme
- from 90 CFUs recognized: admission to the III year programme

SINGLE-CYCLE MASTER'S DEGREE IN PRIMARY EDUCATION SCIENCES

- up to 50 CFUs recognized: admission to the first year of the programme
- from 51 to 100 CFUs recognized: admission to the second year of the programme
- from 101 CFUs recognized: admission to the III year programme

For the single-cycle master's degree in Primary Education Sciences, it is not possible to enrol in years longer than the third, regardless of the number of credits that may be recognized.

SINGLE-CYCLE MASTER'S DEGREE IN LAW (CLASS LMG/01)

- up to 35 CFUs recognized: admission to the first year of the programme
- from 36 to 80 CFUs recognized: admission to the second year of the programme
- from 81 to 134 CFUs recognized: admission to the third year of the programme
- from 135 to 226 CFUs recognized: admission to the fourth year programme
- from 227 CFUs recognized: admission to the fifth year of the programme.

To enrol in a second bachelor's degree

In order to apply for your **SECOND DEGREE (2 August - 10 September 2021)** you must first have **taken the required TOLC** and, in the case of a **limited access bachelor's degree programme**, have been **placed in the ranking, accepting the seat and completing the enrolment process by the deadline indicated in the admission notice**.

Then you must:

1. submit the application **exclusively** online via the Internet desk: <https://en.unibg.it/node/7035> (Online Procedures Guide)
2. **(only for external students)**: attach by uploading the self-certification of the academic qualification with the list of the exams taken to achieve it, the relative grades, the dates of the exams, the number of credits and the scientific-disciplinary sectors. It is possible to use the self-certification form available at www.unibg.it/segremoduli (ITA) (for the degree programmes related to the School of Engineering, it is required to upload the *supplementary diploma*);
3. for the departments that provide for it (Law, Business Sciences and Economics), for the single-cycle Master's degree programme in Primary Education Sciences and for the School of Engineering, upload the syllabi of the exams for which validation is requested. For programmes pertaining to other departments it is not necessary to submit exam syllabi.
4. pay online the fee of € 95.00 (+ € 16.00 for the duty stamp paid virtually) through the



PagoPA platform (select the "Payments" button, click on the Invoice number and then "Pay with PagoPA").

For further information: <https://en.unibg.it/node/7676> Payment section.

The application for a second degree must **not** be delivered to the Student Secretariat; only applications completed online according to the above procedure for which the University has acquired payment of the total fee of € 111.00 will be forwarded to the competent degree programme Board.

- Recognition of all or part of the credits acquired will be carried out by the incoming academic structure and will take place on the basis of the content of the course programme with respect to the Rules and the Didactic Regulations of the target degree.

- After the resolution of the Board, the Office will send you an email with the recognition of exams taken during the previous career, the year of admission and the study plan of reference.

Please note, **if you intend to enrol in the five-year, single-cycle Master's degree programme in Primary Education Sciences**, you must first apply for pre-enrolment by the deadline and take the selective test on 17 September 2021. After passing the admission test, if you have been placed in the ranking, you can submit to the Board of the degree programme **within the deadline indicated in the notice of admission** request for recognition of credits of your previous career.

ADMISSION TO YEARS SUBSEQUENT TO THE FIRST

Based on the number of CFUs recognized, you will be admitted to the corresponding year of the programme as indicated below (resolution of the Academic Senate of 1 March 2021):

BACHELOR'S DEGREES

- up to 29 CFUs recognized: admission to the first year of the programme
- from 30 to 89 CFUs recognized: admission to the second year of the programme
- from 90 CFUs recognized: admission to the III year programme

SINGLE-CYCLE MASTER'S DEGREE IN PRIMARY EDUCATION SCIENCES

- up to 50 CFUs recognized: admission to the first year of the programme
- from 51 to 100 CFUs recognized: admission to the second year of the programme
- from 101 CFUs recognized: admission to the III year programme

For the single-cycle master's degree in Primary Education Sciences, it is not possible to enrol in years beyond the third, regardless of the number of CFUs that may be recognized.

SINGLE-CYCLE MASTER'S DEGREE IN LAW (CLASS LMG/01)

- up to 35 CFUs recognized: admission to the first year of the programme
- from 36 to 80 CFUs recognized: admission to the second year of the programme
- from 81 to 134 CFUs recognized: admission to the third year of the programme
- from 135 to 226 CFUs recognized: admission to the fourth year programme
- from 227 CFUs recognized: admission to the fifth year of the programme.

Foreign degree recognition

ITALIAN, EU AND NON-EU STUDENTS REGULARLY RESIDING IN ITALY

If you are an Italian, EU or non-EU student regularly residing in Italy, you can apply directly



to the University, **from 2nd August and by 10th September 2021**, for recognition of your academic qualification obtained abroad.

HOW TO SUBMIT THE APPLICATION

To apply for recognition of a foreign academic degree, you must:

1. submit the application online via the [Internet Desk](#) (see the Online Procedure Guide at <https://en.unibg.it/node/7035>);
2. pay online the expected fee of € 111.00, of which € 16.00 of stamp duty paid virtually through the PagoPA platform (select the "Payments" button, click on the Invoice number and then "Pay with PagoPA"). For more information: [Fees and Benefits](#) Payment Methods section.
3. send the following documents to the Student Secretariat via ticket - [Student Help Desk](#).

Single-cycle bachelor's/master's degree:

- copy of the degree parchment translated into Italian and legalised;
- diploma supplement or transcript of records, legalised and written in Italian or English;
- declaration of value, issued by the Italian Embassy in the country where you obtained the qualification, or a certificate from foreign official bodies or a certificate of comparability issued by the [CIMEA](#) entity;
- links to the syllabi of each course passed during your career, written in Italian, English, French, Spanish;
- valid passport or identity document;
- Italian tax code;
- residence permit, if any.

Master's degree:

in the case of Master's degrees, we ask you to submit also the first cycle degree, with an Italian translation and legalisation, accompanied by a declaration of value or certificate of comparability issued by an [ENIC-NARIC](#) centre.

STUDENT VISA APPLICANT

If you are a non-EU student living abroad, you must refer to the Ministerial Procedures available on the website <https://www.studiare-in-italia.it/studentistranieri/> and access the portal [UNIVERSITALY](#) to fill out the "pre-enrolment application" online which, once validated, will be sent to the competent diplomatic representation.

If the degree corresponds to an Italian degree that provides access to a national programmed number (Primary Education Sciences), you will have to pass the admission test.

The Italian language proficiency test is not required for students enrolling in the English language curriculum of master's degree programmes.

IN CASE OF NON-RECOGNITION OF THE DEGREE

In case of non-recognition of the degree you can enrol in a degree programme, first or second level, with admission to the course year corresponding to the number of credits that will be recognized.

For clarification requests open a ticket: [Student Help Desk](#) (Foreign Students Secretariat menu).

Credit recognition to shorten your course

In order to ask for the recognition of exams passed as single courses (or exams taken at foreign universities without having obtained the relative qualification) you must apply for a **CREDIT RECOGNITION**, to be submitted in the period **2 August - 10 September**



2021, following the instructions below.

First of all, you must have taken the required TOLC and, in the case of a limited access degree programme, you must have been placed in the ranking, accepting the seat and completing the enrolment process by the deadline indicated in the admission notice.

Then you must:

1. submit the application **exclusively** online via the Internet desk: <https://en.unibg.it/node/7035> (Online Procedure Guides);

2. **(only for external students)**: attach by uploading the self-certification with the list of the exams taken, the relative grades, the dates of the exams, the number of credits and the scientific-disciplinary fields. You can use the self-certification form available on the webpage www.unibg.it/segremoduli (ITA)

If you are a UniBg student we ask you to check that the exams you have taken as single courses are up to date in your online booklet. Otherwise, you can self-certify them by completing the "Substitute Declaration of Certification" form (www.unibg.it/segremoduli ITA), to be attached via upload in the "Management of qualifications and documents for evaluation" section;

3. for the departments that provide for it (Law, Business Sciences and Economics), for the single-cycle Master's degree programme in Primary Education Sciences and for the School of Engineering, upload the syllabi of the exams for which validation is requested.

For programmes pertaining to other departments it is not necessary to submit exam syllabi.

4. Pay online through the PagoPA platform (select the "Payments" button, click the Invoice number and then "Pay with PagoPA").

For further information: <https://en.unibg.it/node/7676> Payment section.

The credit recognition request must **not** be delivered to the Student Secretariat; only applications completed online according to the above procedure for which the University has acquired payment of the total fee of € 111.00 will be forwarded to the competent degree programme Board.

For the documentation to be produced in case of exams taken abroad, please refer to the paragraph "[Recognition of foreign qualifications](#)".

- The total or partial recognition of the credits acquired will be carried out by the academic structure that receives the student and will take place on the basis of the content of the course programme in compliance with the Rules and the Didactic Regulations of the target degree programme.

- After the decision of the competent academic structure, the Office will send you an email with information about the recognition of exams taken during the previous career, the year of admission and the study plan of reference.

Please note, **if you intend to enrol in the five-year, single-cycle Master's degree programme in Primary Education Sciences**, you must first apply for pre-enrolment by the deadline and take the selective test on 17 September 2021. After passing the admission test, if you have been placed in the ranking, you can submit to the Board of the degree programme **within the deadline indicated in the notice of admission** request for recognition of credits of your previous career.

ADMISSION TO YEARS SUBSEQUENT TO THE FIRST

Based on the number of CFUs recognized, you will be admitted to the corresponding year of the programme as indicated below (resolution of the Academic Senate of 1 March 2021):

BACHELOR'S DEGREES



- up to 29 CFUs recognized: admission to the first year of the programme
- from 30 to 89 CFUs recognized: admission to the second year of the programme
- from 90 CFUs recognized: admission to the III year programme

SINGLE-CYCLE MASTER'S DEGREE IN PRIMARY EDUCATION SCIENCES

- up to 50 CFUs recognized: admission to the first year of the programme
- from 51 to 100 CFUs recognized: admission to the second year of the programme
- from 101 CFUs recognized: admission to the III year programme

For the single-cycle master's degree in Primary Education Sciences, it is not possible to enrol in years beyond the third, regardless of the number of CFUs that may be recognized.

SINGLE-CYCLE MASTER'S DEGREE IN LAW (CLASS LMG/01)

- up to 35 CFUs recognized: admission to the first year of the programme
- from 36 to 80 CFUs recognized: admission to the second year of the programme
- from 81 to 134 CFUs recognized: admission to the third year of the programme
- from 135 to 226 CFUs recognized: admission to the fourth year programme
- from 227 CFUs recognized: admission to the fifth year of the programme.

Re-enrolment following withdrawal/forfeiture

In order to apply for **re-enrolment following withdrawal/forfeiture**, to be presented in the period **2 August - 10 September 2021**, you must first have **taken the required TOLC and, in the case of a limited access degree programme, have been placed in the ranking, accepting the seat and completing the enrolment process by the deadline indicated in the admission notice.**

Then you must:

1. submit the application **exclusively** online via the Internet desk: <https://en.unibg.it/node/7035> (Online Procedure Guides);
2. **(only for external students)**: upload the self-certification indicating the date of forfeiture or withdrawal from studies, the University of origin, the list of exams taken, the relative grades, the dates of the exams, the number of credits and the scientific-disciplinary sectors. You can use the self-certification form available on the webpage www.unibg.it/segremoduli (ITA)

If you have withdrawn from a degree programme at the University of Bergamo, please check that the exams you took in your previous career have been updated in your online booklet. Otherwise, you can self-certify them by completing the "Substitute Declaration of Certification" form (www.unibg.it/segremoduli ITA), to be attached via upload in the "Management of qualifications and documents for evaluation" section;

3. for the departments that provide for it (Law, Business Sciences and Economics), for the single-cycle Master's degree programme in Primary Education Sciences and for the School of Engineering, upload the syllabi of the exams for which validation is requested.

For programmes pertaining to other departments it is not necessary to submit exam syllabi.

4. pay online the expected fee of € 95.00 (+ € 16.00 for the duty stamp paid virtually) through the PagoPA platform (select the "Payments" button, click on the Invoice number and then "Pay with PagoPA").

For further information: <https://en.unibg.it/node/7676> Payment section.

The application for re-registration following withdrawal/forfeiture must **not** be delivered to



the Student Secretariat; only applications completed online according to the above procedure for which the University has acquired payment of the total fee of € 111.00 will be forwarded to the competent degree programme Board.

- The total or partial recognition of the credits acquired will be carried out by the didactic structure that receives the student and will take place on the basis of the content of the course programme in compliance with the Rules and the Didactic Regulations of the target degree course, taking into account any obsolescence of the content of the exams passed.
- After the resolution of the Board, the Office will send you an email with the recognition of exams taken during the previous career, the year of admission and the study plan of reference.

Please note, **if you intend to enrol in the five-year, single-cycle Master's degree programme in Primary Education Sciences**, you must first apply for pre-enrolment by the deadline and take the selective test on 17 September 2021. After passing the admission test, if you have been placed in the ranking list, you may submit a request to the degree programme Board **within the deadline indicated in the notice of admission** for recognition of credits from your previous career.

NB: If you have been **dismissed from** a degree programme at this University and have chosen to enrol, **within the academic year following the year of dismissal**, in the **same** degree programme, where there is a **local programmed number of students**, you will be **exempt from** the admission test.

ADMISSION TO YEARS SUBSEQUENT TO THE FIRST

Based on the number of CFUs recognized, you will be admitted to the corresponding year of the programme as indicated below (resolution of the Academic Senate of 1 March 2021):

BACHELOR'S DEGREES

- up to 29 CFUs recognized: admission to the first year of the programme
- from 30 to 89 CFUs recognized: admission to the second year of the programme
- from 90 CFUs recognized: admission to the III year programme

SINGLE-CYCLE MASTER'S DEGREE IN PRIMARY EDUCATION SCIENCES

- up to 50 CFUs recognized: admission to the first year of the programme
- from 51 to 100 CFUs recognized: admission to the second year of the programme
- from 101 CFUs recognized: admission to the III year programme

For the single-cycle master's degree in Primary Education Sciences, it is not possible to enrol in years beyond the third, regardless of the number of CFUs that may be recognized.

SINGLE-CYCLE MASTER'S DEGREE IN LAW (CLASS LMG/01)

- up to 35 CFUs recognized: admission to the first year of the programme
- from 36 to 80 CFUs recognized: admission to the second year of the programme
- from 81 to 134 CFUs recognized: admission to the third year of the programme
- from 135 to 226 CFUs recognized: admission to the fourth year programme
- from 227 CFUs recognized: admission to the fifth year of the programme.

ENROLLMENT IN SINGLE COURSES a.y. 2021-2022

DEGREE REQUIRED



The qualification required for enrolment in individual modules and courses activated within the first and second level study courses is that required for enrolment on the course itself.

DEADLINES FOR SUBMISSION OF APPLICATIONS (a.y. 2021-2022)

You must submit your application for individual courses in the period **2 August 2021 - 15 July 2022**.

MAXIMUM NUMBER OF CREDITS

You will be able to enrol in a maximum number of 36 CFUs.

HOW TO SUBMIT THE APPLICATION (a.y. 2021-2022)

To enrol in a single course you must:

1. fill in the online application via the Internet desk: click on "Single courses/....." > Enrolment for single courses 2021-2022;

2. use the ticket tracking system of the Student Secretariat ([Student Help Desk](#)) to indicate the single courses you intend to attend, specifying your name and surname, the student number assigned by the system, the codes, the names of the required courses and the number of credits of each course. The Secretariat will insert the requested courses in your online booklet, generating, in addition to the amount of € 16.00 corresponding to the duty stamp paid virtually, a **total amount**, corresponding to the number of credits to be acquired, which you will have to pay within **15 days from the issue**. You can pay online through the PagoPA platform (select the "Payments" button, click the invoice number and then "Pay with PagoPA").

For further information: <https://en.unibg.it/node/7676> Payment section.

PLEASE NOTE: Modifications of the courses or subsequent additions **are not allowed** during the academic year.

Enrolment for each course must be completed by paying the enrolment fee at least 15 working days before the date of the exam you intend to take.

Students with a foreign qualification must submit a copy of their residence permit for citizens legally residing in Italy, or, for foreign citizens not legally residing in Italy, a copy of the receipt attesting to the application for a residence permit and a translated and legalised university booklet or certificate from the foreign university.

You will be able to enrol in single courses only for courses activated in the 2021-2022 academic year and for the number of credits for which the course is offered.

You will not be able to enrol in individual modules that make up integrated academic activities. Examinations must be taken only when attendance has been completed.

Enrolment in individual lessons offered in courses with limited access is allowed, with the **exception of laboratories and courses that provide ordinary laboratories**. For more information see the page of the degree programme of reference.

ENROLMENT COSTS

The enrolment fee is € 25.00 for each university credit that makes up the course.

NB: The fee paid for access to single courses is not subject to refund.

Disabled students, as defined by Law 104/92 and those with a recognized level of disability equal to or greater than 66%, are entitled to a reduction in the cost of access to single courses equal to 40% of the fee.

VALIDITY OF SINGLE COURSE ENROLLMENT (a.y. 2021-2022)

Enrolment in the single course is valid only for the academic year in question; you will therefore have to take the exams by the extraordinary session of the 2021-2022 academic year (March/April 2023).



RECOGNITION OF EXAMS TAKEN AS SINGLE COURSES

For the recognition of exams taken as SINGLE COURSES please refer to the chapter "[Credit recognition to shorten your career](#)".

NB: From a.y. 2017/2018, single courses are not recognised within the 24 CFUs path. For more information write to immatricolazione.fit@unibg.it

CREDIT COMPLEMENTS

In order to integrate the university credits necessary to access the course, you can also enrol in the 2 CFU Complements activated by the single Departments. Students graduating from the University of Bergamo are exempt from the charge (with the exception of the stamp duty).

STUDENT ENROLLED WITH RESERVATION IN A MASTER'S DEGREE PROGRAMME

If you are enrolled in a Master's degree programme and you will not receive your Bachelor's degree from the University by the March-April 2022 graduation session, but in the meantime you will have attended the Master's degree programme, you will be able to take the exams after you receive your degree, after enrolling in the single courses (without additional charges if you are a UniBg student).

STUDENT FEE

- **Instalment payments**
- **ISEEU Certificate Deadline**
- **Additional amounts for late payments**
- **Exemption from payment of the all-inclusive fee**
- **Scholarships**

Instalment payments

The deadlines for payments are as follows:

- regional financial help tax and stamp duty paid virtually for a total amount of € 156.00 to be paid upon enrolment or renewal of enrolment for years subsequent to the first:

- for students enrolled in the first year, by the administrative deadline for each degree programme;
- for students enrolled in years subsequent to the first, by **4 October 2021**

- first instalment of the all-inclusive fee, as an advance payment, for a maximum amount of € 400.00, **by 15 February 2022 (students exempt from paying the all-inclusive fee are not charged any amount);**

- second instalment of the all-inclusive contribution, equal to the difference between the total fee due and the advance payment, **by 17 May 2022**. In case of difference equal to € 0.00 the second instalment will not be charged.

NB: up to the value of € 430.00 the first and second instalments of the all-inclusive fee will be combined. If the total amount of the all-inclusive fee is less than € 10.00, the first instalment of the all-inclusive fee will not be issued.

In the event of **non-payment** of the instalments of the all-inclusive fee within 30 days of the expiry date, **the career will be blocked**.

For more information, please visit: <https://en.unibg.it/node/7676>



ISEEU Certificate Deadline

The fee bracket is determined on the basis of the ISEEU certificate applicable for the Right to University Study. Inside the STUDENT FEE REGULATION a.y. 2021-2022, which can be found at <https://en.unibg.it/node/7676>, you can compare your ISEE value with the fee bracket table.

The ISEEU certificate must be produced **no later than 31 December 2021**. All the certificates drawn up by the deadline are automatically acquired by the University in the INPS database.

Before the deadline, we advise you to check your fee bracket by accessing the University Office/ISEE section of your [Student Help Desk](#).

Any certificate produced after this deadline, and in any case by 30 September 2022, must be sent by you, with the subsequent charge of the penalty provided for of € 150.00. **After this deadline you will be assigned the maximum contribution bracket.**

If you **already have an ISEEU certificate** for university services, produced during 2021 for the purpose of the late allocation of the fee bracket during the previous academic year, **you will not have to request a new certificate for the academic year 2021-2022**, given the validity of the one you already have.

For further information: <https://en.unibg.it/node/7676>

Additional amounts for late payments

If the all-inclusive fee is paid after the due date, the following additional amounts shall apply:

- € 20.00 for payments made within 30 days of the due date;
- € 40.00 for payments made between the 31st and 60th day after the due date;
- € 60.00 for payments made between the 61st and 90th day after the due date;
- € 80.00 for payments made after the 90th day following the due date.

The same fees mentioned above are also charged in the event of payment of the regional fee for renewal of enrolment for a course year subsequent to the first after **the deadline of 4 October 2021**.

In the case of applications submitted after the deadline (enrolment, shortening, transfer of course/department, transfer in/out, second degree and re-enrolment following withdrawal or forfeiture) an additional fee of € 95.00 will be charged for applications submitted after the deadline.

In the event of **non-payment** of the all-inclusive fee instalments **within 30 days of the expiry date, the career will be blocked**.

Exemption from payment of the all-inclusive fee

You can find all the information about the possibility to benefit from an exemption from the payment of the annual all-inclusive fee at: <https://en.unibg.it/node/7676>

Scholarships

You can find all useful information about applying for a scholarship



at: <https://en.unibg.it/node/7688>

STUDY PLANS - LESSONS - EXAMS

- **Study plan and compilation period**
- **Inclusion of supernumerary courses**
- **Examination and open house schedule**
- **Class schedule**
- **Exams for course credit: useful information**
- **Appointment for appeals**

Study plan and compilation period

The study plan is the planning tool for your college career.

Each student must have his or her own plan of study, in accordance with the Rules of the degree programme to which he or she belongs. In order for this to happen, for some of their degree programmes, the competent educational facilities propose binding study plans, which do not allow students to choose between alternative programmes; for other courses they propose models of study plans in which some courses are compulsory, others are restricted, and others are free.

At the beginning of each academic year you must submit, or possibly modify, the study plan for the degree programme you are enrolled in and the curriculum you have chosen.

Each year you will be able to modify the study plan previously proposed, according to the limits imposed by the plan itself, within the deadlines set by the Educational Calendar.

WHAT DOES IT MEAN TO ACCRUE ATTENDANCE?

In case of modification of a course related to previous years, you will be able to take the modified exam only "once you have acquired attendance", i.e. after the **end of the lessons scheduled for that** course, according to the Academic Calendar of the current academic year.

The 2021-2022 study plan must be completed between 14 October and 8 November 2021.

To find out how to fill in the form, please refer to the notices published by the respective Departments.

Any requests for advance notice of exams must be sent to the Student Secretariat within the deadlines set by the respective Departments and must be addressed to the President of the Degree Programme Board.

Inclusion of supernumerary courses

In order to request the inclusion of supernumerary courses, you have to send to the Student Secretariat via the [Student Help Desk](#) ticket a request on plain paper addressed to the Degree Programme Board with the indication of the courses (specifying name, code, number of credits) and the relative motivation.



The form can be found on the following webpage:

www.unibg.it/segremoduli (ITA) (Application for inclusion of exams - supernumeraries)

The Student Secretariat will email you the Board's resolution regarding your request.

The credits acquired, if authorized, remain recorded in your career and may give rise to subsequent recognition under current regulations.

These credits will be taken into account when calculating the average for admission to the degree examination, up to a maximum of 20 credits for bachelor's degree programmes, up to a maximum of 20 credits for master's degree programmes, up to a maximum of 40 credits for single-cycle master's degree programmes, provided that the supernumerary exams are related to subjects belonging to scientific-disciplinary sectors provided for by the Rules of the course.

Examination and open house schedule

You can find the exam schedules and the reception hours of the professors on the page of the single study courses, respectively in the sections Active Study>Courses and Study>Teachers.

The corresponding syllabus and bibliography are published for each course.

NB: Always check for any changes in teachers' office hours.

Class schedule

You can find the class schedule on our website:

https://logistica.unibg.it/PortaleStudenti/?view=home&include=homepage&_lang=en

Exams for course credit: useful information

The verification of the students' preparation consists of oral and/or written exams or tests, which take place in the periods foreseen by the Academic Calendars on dates (exam dates) published on the notice boards of the relevant Departments.

Failure to pass an exam does not generally prevent you from registering for the next appeal.

Passing the exam leads to the acquisition of the relevant credits.

The grade is expressed in thirtieths (with honours, if applicable), except for tests for which a pass mark is required.

We remind you in particular that:

- you cannot take exams for course credit of courses that have not been included in the approved study plan for the current or previous years. If the course belongs to the year in which you are enrolled, you must wait until the end of the lessons relating to that course before you can take the relevant exam ("accrual of attendance");
- **even in the case of admission to years subsequent to the first** following a transfer, change of programme, shortening, achievement of a second degree or re-enrolment following withdrawal/forfeiture, you must wait until the end of the relative lessons **before being able to take the exams you owe, belonging to previous years;**
- if your course is taught in the second semester, you will not be able to take the examination in the winter session, but will have to wait until the end of the semester to register for the



first call after the end of the course;

- **you cannot retake an exam that has been successfully passed (= recorded);**
- **if you are enrolled with reservations in a Master's degree** programme, you will not be able to take the exams related to that course until you have **obtained your Bachelor's degree**; you will in any case have to wait for the end of classes before being able to take the exams of the Master's degree programme;
- you may not take exams for course credit in violation of the rules governing the preparatory nature and other provisions, if any. Please note that enrolment via the Internet desk does not normally verify compliance with these provisions.

Any infringement of the above provisions will result in the test being irrevocably cancelled.

We remind you that in case of non-payment of the instalments of the all-inclusive fee within 30 days from the expiry date there is an administrative block of the career.

NB: Students are required to be familiar with the reference model of their study plan, published on the notice board of the individual educational facilities, and with the laws of the Didactic Rules of their degree programme, and are solely responsible for the cancellation of exams taken in violation of these laws.

Appointment for appeals

To register for the exam you must use the [Internet Desk](#)

Appointment is compulsory and must be made no later than the fifth day before the date set for the exam (for all Departments and the School of Engineering).

PLEASE NOTE:

- during exam sessions, check the timetables published on the web page of your degree programme to see which exams are scheduled and the relative classrooms assigned for the tests;
- if you decide not to attend an exam for which you are already registered, you are kindly requested to cancel your registration within the same deadline set for the appointment.

WHEN ARE EXAM BOOKINGS OPENED AND HOW DO THEY TAKE PLACE?

Bookings open approximately one month before the beginning of the various exam sessions (winter, extraordinary, summer and autumn).

Bookings must be made through the [Internet Desk](#)

You have to book yourself for the relevant exams by selecting the codes of the courses included in your study plan. We recommend that you pay particular attention to this, especially if several modules are optional.

NB: STUDENTS WHO ARE NOT PROPERLY BOOKED CANNOT BE ADMITTED TO EXAMS.

To contact the appeals office staff:

appelliorari.umanistiche@unibg.it (if you are a Humanities and Social Sciences/Literature, Philosophy, Communication student)

appelliorari.lingue@unibg.it (if you are a Foreign Languages, Literatures and Cultures student)

appelliorari.caniana@unibg.it (if you are a Business, Economics and Quantitative Methods/Law student)



appelliorari.dalmine@unibg.it (if you are a School of Engineering student).

ONLINE RECORDING OF EXAMS FOR COURSE CREDIT

The results of examinations for course credit are recorded using the online recording procedure. Here are the two scenarios configured by the system after the teacher has posted the results in the system:

WRITTEN TESTS (silence-consent): by accessing the reserved area "Results Notice Board" of the Internet desk, you will be able to see the result of the test and you will be able to refuse the assigned mark within and not after the date communicated by the teacher; in the absence of an explicit refusal, the result of the test will be considered accepted;

ORAL TESTS or exams that end with an oral test: you will only be able to see the result of the exam without being able to make any choice.

WITHDRAWING FROM UNIVERSITY STUDIES

- Online procedure for withdrawing from studies

- Fee for withdrawing students

Online procedure for withdrawing from studies

If you intend to **withdraw from your studies** (and thus lose your university student status), access the Internet Desk to carry out the online **Withdrawal from Studies** procedure (click on "Career" and then "Request to withdraw from studies" and follow the instructions in the following pages).

At the end of the application for withdrawal from online studies, the system generates the fee of € 16.00 to be paid, within the next 5 days, by accessing the "Office - Payments" section of the Internet Desk.

Once the necessary checks have been made, the Student Secretariat will close your position and you will receive an email stating that your career has been closed.

For further information, please consult the Online Procedure Guide "Waiver of Studies" available at <https://en.unibg.it/node/7035>

Following the online recording procedure, since you are no longer required to register your exams on your university booklet, you will be required to self-certify the **exams you have taken that have not yet been updated** on your personal page, specifying the name, exam code, date they were taken and number of university credits (the self-certification form "Substitute Declaration of Certification" can be found at: www.unibg.it/segremoduli/ITA).

You will have to attach this self-certification, during the online procedure, even if you have never held a university booklet.

Fee for withdrawing students

If you have enrolled in the first year of a bachelor's, master's or single-cycled master's degree programme and you do not intend to continue your studies, you can only submit a request



to withdraw from your studies, without being entitled to any refund of the regional tax and stamp duty paid, for a total of € 156.00 to complete your enrolment.

If you are enrolled in a year subsequent to the first year and, not having renewed your enrolment for the 2021-2022 academic year, you intend to submit a request to withdraw from your studies, you will not be required to pay the regional tax and stamp duty for the academic year 2021-2022, but you will need to be in good standing with all payments up to the a.y. 2020-2021 inclusive.

If you will have paid the regional tax and stamp duty for the a.y. 2021-2022 prior to submitting the application for withdraw from studies, you will not be entitled to a refund of the amount paid.

First instalment of the all-inclusive fee

If you submit your withdrawal **by 15 February 2022** at the latest, you will not be required to pay the first instalment of the all-inclusive fee, provided that you have not passed any exams during the 2021-2022 academic year; if you have not passed any exams during the academic year, you will not be required to pay the first instalment of the all-inclusive fee. 2021-2022, you will have paid this instalment before submitting your withdrawal, you will not be entitled to a refund of the amount paid.

Second instalment of the all-inclusive fee

If you withdraw from your studies **after 15 February 2022 and no later than 17 May 2022**, you will be exempt from paying the second instalment of the all-inclusive fee, provided that you have not passed any exams during the academic year 2021-2022;

if you withdraw from your studies **after 15 February 2022 and no later than 17 May 2022**, you will have to pay 50% of the second instalment of the all-inclusive fee if you pass exams during the academic year 2021-2022;

if you submit your request to opt out **after 17 May 2022**, you will be required to pay the second instalment in full, depending on the fee bracket that will be allocated to you.