

A.Y. 2021-2022 STUDENT GUIDE – GRADUATES

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TO FURTHER YOUR STUDIES

- **Student Secretariat: 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 reservation 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 Secretariat.

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](#)

[Deadlines for open and limited access Master's degrees](#)

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

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

ENROLMENT IN A MASTER'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**

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 06 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 06 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 by the deadline.

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 master's degree programme, obtain a second master's degree, shorten 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 02 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 04 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, there are seats available, a single final

ranking will be drawn up from all the candidates who were "not admitted" or "not eligible" (see section 8 of the Application Requirements and Regulations) of the three selections. Any available seats will be allocated on the basis of the order of the single ranking list.

See the **announcement of** the degree programme in which you are interested for all useful information, including the dates of the ranking lists and

repechage: www.unibg.it/node/11212 (ITA)

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, shorten your programme 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 applicant** holding a foreign qualification you will need 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 need 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/study/courses/graduate>

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 applicant** holding a foreign qualification you will need 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 scheduled 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, there are seats available, a single final ranking will be drawn up from all the "eligible but not admitted" or "not eligible" candidates of the three selections (see section 8 of the reference notice). 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.

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> section Payment methods.

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 programmed 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 ENROLMENT (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).

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 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.

MASTER'S DEGREE: RECOGNITION OF PREVIOUS CAREER

- **If you transfer from another University**
- **Change of programme**
- **Second Master's Degree**
- **Re-enrolment following withdrawal/forfeiture**
- **Credit recognition to shorten your course**

If you transfer from another University

OPEN ACCESS MASTER'S DEGREE PROGRAMMES

1) If you are applying **to transfer to an open access** master's degree programme, you will first need to **pre-enrol** in the period **12 April - 10 September 2021**. 1) If you are applying **to transfer to an open access** master's degree programme, you will first need to **pre-enrol** in the period **12 April - 10 September 2021**.

2) **Verification of initial preparation.** The Student Secretariat will inform you whether or not you have been admitted to the Master's degree programme, on the basis of the documents sent by the competent bodies.

3) If you are admitted to your chosen degree programme you will have to apply for a **transfer to your University of origin by the deadline of 29 October 2021**.

Once you have requested the official withdrawal letter (which your university of origin will send to the Student Secretariat), you will have to fill in the online application for incoming transfer **by 29 October 2021** and pay by the same deadline 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 methods section.

The online compilation guide is published at <https://en.unibg.it/node/7035> (Online Procedure Guides).

The total or partial recognition of credits acquired will be carried out by the incoming educational structure and will take place according to the content of the course programme in compliance with the Order and the Didactic Regulations of the target Master's degree programme.

After the deliberation of the degree programme Board, the Secretariat will send you an email with the recognition of the exams taken during your previous career, the year of admission and the study plan of reference.

ADMISSION TO THE YEAR FOLLOWING 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):

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

University credits **in excess of** those required for admission to the degree programme will be taken into consideration.

Once enrolled in the first year of the programme, **it is not possible to transfer to other universities or request suspension of studies**.

LIMITED ACCESS MASTER'S DEGREE PROGRAMMES

If you are interested in enrolling in a limited access Master's degree programme, even if you are transferring from another Italian university, you must undergo selection according to the procedures set out in the admission notices: <https://www.unibg.it/node/11212> (ITA)

In case of **admission and favourable placement in the ranking**, if you intend to apply for an incoming transfer from another university, you will have to submit your **application** within the **deadline indicated in the announcement in section 12 letter c)** to **accept the seat**.

You will then be required request from your university of origin an **official withdrawal letter** (which your university of origin will send to the Student Secretariat) and you will have to

submit to the degree programme Board **from 2 August to 10 September 2021 (11 October 2021 for the third selection)** an online application for an incoming transfer by paying the expected fee of € 95.00 for the evaluation of your previous career in the following manner:

- 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 methods section.

The online compilation guide is published at <https://en.unibg.it/node/7035> (Online Procedure Guides).

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 deliberation of the degree programme Board, the Secretariat will send you an email with the recognition of the exams taken during your previous career, the year of admission and the study plan of reference.

ADMISSION TO THE YEAR FOLLOWING 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):

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

University credits **in excess of** those required for admission to the degree programme will be taken into consideration.

Once enrolled in the first year of the programme, **it is not possible to transfer to other universities or request suspension of studies.**

Change of programme

OPEN ACCESS MASTER'S DEGREE PROGRAMMES

1) If you are requesting to **transfer from one master's degree programme to another with open access**, you will first have to **pre-enrol** in the period **12 April - 10 September 2021**.

2) **Verification of initial preparation.** The Student Secretariat will inform you whether or not you have been admitted to the degree programme, on the basis of the documents sent by the competent bodies.

3) In case of admission to your chosen programme, you will have to fill in the application form **exclusively online by the deadline of 29 October 2021**.

To apply you must:

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

You will be invited to self-certify examinations that have not yet been updated on your webpage.

2. pay online the fee of € 50.00 (+ € 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 methods section.

NB: By **4 October 2021** you will still be **required to renew your enrolment** for the 2021-2022 academic year by paying the regional financial help tax and the stamp duty paid virtually.

The application for the transfer of a Master's degree programme **does not** have to be delivered to the Secretariat; only applications completed online according to the above procedure for which the University has acquired payment of the total fee of € 66.00 will be sent to the competent degree programme Board.

Students enrolled in the first year for the 2021-2022 academic year will not be able to apply to transfer to another degree programme until the following academic year.

After the deliberation of the degree programme Board, the Secretariat will send you an email with the recognition of the exams you have taken during your previous career and the subsequent fulfilments.

ADMISSION TO THE YEAR FOLLOWING 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):

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

University credits **in excess of** those required for admission to the degree programme will be taken into consideration.

Once enrolled in the first year of the programme, **it is not possible to transfer to other universities or request suspension of studies.**

LIMITED ACCESS MASTER'S DEGREE PROGRAMMES

If you are interested in **enrolling in a Master's degree programme with limited access** and you intend to **transfer** from another Master's degree programme at the University of Bergamo, you must undergo selection according to the procedures provided for in the relevant admission notice:

<https://www.unibg.it/node/11212> (ITA)

In case of **admission and successful placement in the rank list**, you will have to apply for **transfer of programme** within the deadline specified in the notice in section 12 letter c) to accept the seat.

It will be possible to take examinations at the degree programme of origin until the **moment of the submission of the application to change the programme.**

To apply you must:

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

You will be invited to self-certify examinations that have not yet been updated on your webpage.

2. pay online the fee of € 50.00 (+ € 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 methods section.

NB: By **4 October 2021** you will still be **required to renew your enrolment** for the 2021-2022 academic year by paying the regional financial help tax and the stamp duty paid virtually.

The application for the transfer of a Master's degree programme **does not** have to be delivered to the Secretariat; only applications completed online according to the above procedure for which the University has acquired payment of the total fee of € 66.00 will be sent to the competent degree programme Board.

Students enrolled in the first year for the 2021-2022 academic year will not be able to apply to transfer to another degree programme until the following academic year.

After the deliberation of the degree programme Board, the Secretariat will send you an email

with the recognition of the exams you have taken during your previous career and the subsequent fulfilments.

ADMISSION TO THE YEAR FOLLOWING 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):

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

University credits **in excess of** those required for admission to the degree programme will be taken into consideration.

Once enrolled in the first year of the programme, **it is not possible to transfer to other universities or request suspension of studies.**

Achievement of second master's degree

OPEN ACCESS MASTER'S DEGREE PROGRAMMES

If you intend to pursue **a second** Master's degree, after pre-enrolment and notification of admission to the Master's degree programme from the Student Secretariat, you will need to fill in the application form for a second Master's degree **only if** you already have **another Master's degree that was not used to access the Master's degree programme**, or if **you have a four-year degree**.

1) If you are applying for **a second open access master's degree**, you will first need to pre-enrolment in the period **12 April - 10 September 2021**.

2) Verification of initial preparation. The Student Secretariat will inform you whether or not you have been admitted to the degree programme, on the basis of the documents sent by the competent bodies.

3) In case of admission to the chosen programme, you will have to fill in the application form for the second (master's) degree exclusively online, **by the deadline of 29 October 2021**.

In order to fill in the application for a second (master's) degree and **request the validation of exams not assessed for access to the master's degree programme**, you must:

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

2. **(only for external graduates)**: attach by uploading the self-certification of the degree certificate with the list of exams taken, the related scientific-disciplinary sectors, the dates of achievement, the grades reported and the number of credits for each exam taken. You can use the "Substitute Declaration of Certification" form published at www.unibg.it/segremoduli (ITA) [that](#) we ask you to attach via upload in the "*Management of qualifications and documents for evaluation*" section.

For degree programmes in the School of Engineering, you are required to upload your *supplementary diploma*.

3. for the departments that provide for it (Law, Business Sciences and Economics) and for the School of Engineering, please attach by upload the programmes 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 methods section.

The application for a second Master's 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.

After the deliberation of the degree programme Board, the Secretariat will send you an email with the recognition of the exams taken during your previous career, the year of admission and the study plan of reference.

In order to be able to start using the University's services, you can enrol before receiving the resolution by following the procedures indicated in the online completion guide.

ADMISSION TO THE YEAR FOLLOWING 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):

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

University credits **in excess of** those required for admission to the degree programme will be taken into consideration.

Once enrolled in the first year of the programme, **it is not possible to transfer to other universities or request suspension of studies.**

LIMITED ACCESS MASTER'S DEGREE PROGRAMMES

If you are interested in enrolling in a **Master's degree programme with limited access** and intend to apply for **a second Master's degree**, you must undergo selection according to the procedures set out in the relevant admission notice:

<https://www.unibg.it/node/11212> (ITA)

In case of **admission and successful placement in the ranking**, if you already hold **another specialised/master's degree not used for admission** or you hold a **four-year degree**, you must first submit the **application** within the **deadline for registration** indicated in the announcement in **section 12 letter c) to accept the seat.**

Subsequently, you can submit to the degree programme Board **from 2 August to 10 September 2021 (11 October for the third selection)** an application for recognition of educational credits from your previous career.

In order to fill in the application for a second (master's) degree and **request the validation of exams not assessed for access to the master's degree programme**, you must:

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

2. **(only for external graduates)**: attach by uploading the self-certification of the degree certificate with the list of exams taken, the related scientific-disciplinary sectors, the dates of achievement, the grades reported and the number of credits for each exam taken. You can use the "Substitute Declaration of Certification" form published at www.unibg.it/segremoduli (ITA) **that** we ask you to attach via upload in the "*Management of qualifications and documents for evaluation*" section.

For degree programmes in the School of Engineering, you are required to upload your *supplementary diploma*.

3. for the departments that provide for it (Law, Business Sciences and Economics) and for the School of Engineering, please attach by upload the programmes 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 methods section.

The application for a second Master's 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.

After the deliberation of the degree programme Board, the Secretariat will send you an email with the recognition of the exams taken during your previous career, the year of admission and the study plan of reference.

ADMISSION TO THE YEAR FOLLOWING 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):

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

University credits **in excess of** those required for admission to the degree programme will be taken into consideration.

Once enrolled in the first year of the programme, **it is not possible to transfer to other universities or request suspension of studies.**

Re-enrolment following withdrawal/forfeiture

OPEN ACCESS MASTER'S DEGREE PROGRAMMES

If you intend to request re-enrolment following withdrawal/forfeiture, after pre-enrolment and notification of admission to the Master's degree programme, you will have to fill out the online application form for re-enrolment following withdrawal/forfeiture (**only if** you had taken **exams** during your Master's degree programme that were not assessed for admission and you wish to request validation). If you intend to request re-enrolment following withdrawal/forfeiture, after pre-enrolment and notification of admission to the Master's degree programme, you will have to fill out the online application form for re-enrolment following withdrawal/forfeiture (**only if** you had taken **exams** during your Master's degree programme that were not assessed for admission and you wish to request validation).

1) If you are applying for re-enrolment after withdrawing from or declining an **open access** Master's degree programme, you will first have to pre-enrol in the period from **12 April to 10 September 2021**.

2) Verification of initial preparation. The Student Secretariat will inform you whether or not you have been admitted to the degree programme, on the basis of the documents sent by the competent bodies.

3) In case of admission to the chosen programme, you will have to fill in the online application form for re-enrolment following withdrawal/forfeiture by the deadline of **29 October 2021**.

To apply for re-enrolment following withdrawal/forfeiture 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 "Substitute Declaration of self-certification" form available at www.unibg.it/segremoduli (ITA) that we ask you to attach via upload in the "Management of

qualifications and documents for evaluation" section.

If you have withdrawn from a specialised/master's 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. If not, you can self-certify them by filling in the "Substitute Declaration of Certificate" form above, which we ask you to attach by uploading it in the section "*Management of qualifications and documents for evaluation*";

3. for the departments that provide for it (Law, Business Sciences and Economics) and for the School of Engineering, please attach by upload the programmes 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 methods section.

Applications for re-enrolment following withdrawal/dismissal from a Master's degree programme **do not** need to be delivered to the Student Secretariat; only applications completed online according to the above procedure for which the university has received payment of the total fee of € 111.00 will be forwarded to the competent degree programme Board.

Your previous career will be evaluated by the degree programme Board taking into account the possible obsolescence of the content of the exams passed. After the deliberation of the Board, the Secretariat will send you an email with the recognition of the exams taken during your previous career, the year of admission and the study plan of reference.

In order to be able to start using the University's services, you can enrol before receiving the resolution by following the procedures indicated in the online completion guide.

ADMISSION TO THE YEAR FOLLOWING 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):

- up to 29 CFUs recognized: admission to the first year of the programme

- from 30 CFUs recognized: admission to the second year programme

University credits **in excess of** those required for admission to the degree programme will be taken into consideration.

Once enrolled in the first year of the programme, **it is not possible to transfer to other universities or request suspension of studies.**

LIMITED ACCESS MASTER'S DEGREE PROGRAMMES

If you are interested in enrolling in a **Master's degree programme** and intend to apply for re-enrolment following withdrawal/forfeiture (**if** you had taken **exams** during your Master's degree programme that were not assessed for admission and you would like to apply for validation), you will have to undergo selection according to the procedures set out in the relevant admission notice. If you are interested in enrolling in a **Master's degree programme** and intend to apply for re-enrolment following withdrawal/forfeiture (**if** you had taken **exams** during your Master's degree programme that were not assessed for admission and you would like to apply for validation), you will have to undergo selection according to the procedures set out in the relevant admission notice:

<https://www.unibg.it/node/11212> (ITA)

In case of **admission and successful placement in the ranking**, if you intend to apply for re-enrolment following withdrawal/forfeiture, you must first submit the **application** form **by the deadline for enrolment indicated in the notice in section 12 letter c) to accept the**

seat.

Subsequently, you can submit to the degree programme Board **from 2 August to 10 September 2021 (11 October for the third selection)** an application for recognition of educational credits from your previous career.

To apply for re-enrolment following withdrawal/forfeiture 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 "Substitute Declaration of self-certification" form available at www.unibg.it/segremoduli [that](#) we ask you to attach via upload in the "*Management of qualifications and documents for evaluation*" section.

If you have withdrawn from a specialised/master's 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. If not, you can self-certify them by filling in the "Substitute Declaration of Certificate" form above, which we ask you to attach by uploading it in the section "*Management of qualifications and documents for evaluation*";

3. for the departments that provide for it (Law, Business Sciences and Economics) and for the School of Engineering, please attach by upload the programmes 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 methods section.

Applications for re-enrolment following withdrawal/dismissal from a Master's degree programme **do not** need to be delivered to the Student Secretariat; only applications completed online according to the above procedure for which the university has received payment of the total fee of € 111.00 will be forwarded to the competent degree programme Board.

Your previous career will be evaluated by the degree programme Board taking into account the possible obsolescence of the content of the exams passed. After the deliberation of the Board, the Secretariat will send you an email with the recognition of the exams taken during your previous career, the year of admission and the study plan of reference.

ADMISSION TO THE YEAR FOLLOWING 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):

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

University credits **in excess of** those required for admission to the degree programme will be taken into consideration.

Once enrolled in the first year of the programme, **it is not possible to transfer to other universities or request suspension of studies.**

Credit recognition to shorten your course

OPEN ACCESS MASTER'S DEGREE PROGRAMMES

You can apply for **credit recognition to shorten your course** if, during enrolment in an open-access Master's degree programme (i.e. after having pre-enrolled and been admitted to the chosen Master's degree programme), you intend to request the validation of exams (**not counted for the purposes of admission to the Master's degree programme**) taken in previous careers, even if not completed with the award of the degree; you must submit the application for credit recognition within the deadline for enrolment in the Master's degree programme (**29 October 2021**).

The steps to follow are:

- 1- pre-enrolment (12 April - 10 September 2021);
- 2- verification of initial preparation and notification by the Secretariat regarding the admission or otherwise to the Master's degree programme;
- 3- credit recognition to shorten your course;
- 4- enrolment

To apply for a credit recognition to shorten your course, 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 "Substitute Declaration of Certification" form available at www.unibg.it/segremoduli (ITA) [that](#) we ask you to attach via upload in the "Management of qualifications and documents for evaluation" section.

If you are a UniBg student we ask you to check that the exams you have taken in other careers (and not used for access) are updated in your online booklet. If not, you can self-certify them by filling in the "Substitute Declaration of Certificate" form above, which we ask you to attach by uploading it in the section "Management of qualifications and documents for evaluation";

3. for the departments that provide for it (Law, Business Sciences and Economics) and for the School of Engineering, please attach by upload the programmes 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 methods 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.

After the deliberation of the programme Board, the Secretariat will send you an email with the recognition of the exams taken during your previous career, the year of admission and the study plan of reference.

In order to be able to start using the University's services, you can enrol before receiving the resolution by following the procedures indicated in the online completion guide.

ADMISSION TO THE YEAR FOLLOWING 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):

- up to 29 CFUs recognized: admission to the first year of the programme

- from 30 CFUs recognized: admission to the second year programme
University credits **in excess of** those required for admission to the degree programme will be taken into consideration.
Once enrolled in the first year of the programme, **it is not possible to transfer to other universities or request suspension of studies.**

LIMITED ACCESS MASTER'S DEGREE PROGRAMMES

If you are interested in enrolling in a **Master's degree programme with limited access** and you intend to request a **credit recognition to shorten your course** (and therefore the validation of exams **not counted for the purposes of admission to the Master's degree programme** taken in previous careers, even if not completed with the achievement of the degree), you must undergo the selection process in accordance with the procedures set out in the relevant admission notice:

<https://www.unibg.it/node/11212> (ITA)

If you are **admitted and placed on the ranking list**, you must first submit your **application by the enrolment deadline** indicated in the notice in **section 12(c) to accept the seat.**

Subsequently, you can submit to the degree programme Board **from 2 August to 10 September 2021 (11 October for the third selection)** an application for recognition of educational credits from your previous career.

To apply for a credit recognition to shorten your course, 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 "Substitute Declaration of Certification" form available at www.unibg.it/segremoduli (ITA) [that](#) we ask you to attach via upload in the "*Management of qualifications and documents for evaluation*" section.

If you are a UniBg student we ask you to check that the exams you have taken in other careers (and not used for access) are updated in your online booklet. If not, you can self-certify them by filling in the "Substitute Declaration of Certificate" form above, which we ask you to attach by uploading it in the section "*Management of qualifications and documents for evaluation*";

3. for the departments that provide for it (Law, Business Sciences and Economics) and for the School of Engineering, please attach by upload the programmes 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 methods section.

The shortening application 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.

After the deliberation of the programme Board, the Secretariat will send you an email with the recognition of the exams taken during your previous career, the year of admission and the study plan of reference.

ADMISSION TO THE YEAR FOLLOWING 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):

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

University credits **in excess of** those required for admission to the degree programme will be taken into consideration.

Once enrolled in the first year of the programme, **it is not possible to transfer to other universities or request suspension of studies.**

STUDENT FEE

- **Instalment payments**
- **ISEEU Certificate Deadline**
- **Additional amounts for late payments**
- **Fee following failure to release the reservation**
- **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 ISEE 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 Secretariat/University ISEE section of your [Internet 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 ISEE 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**.

Fee following failure to release the reservation

If the Bachelor's degree is not obtained by the extraordinary session of March-April 2022, enrolment with reservations on the chosen Master's degree programme will not be completed. If the Bachelor's degree is not obtained by the extraordinary session of March-April 2022, enrolment with reservations on the chosen Master's degree programme will not be completed.

In this case:

- **if you are a student enrolled at the University of Bergamo**, the regional tax, the stamp duty and the all-inclusive fee that may have been paid for conditional enrolment will be considered valid for the renewal of your enrolment in the three-year degree course; **after**

obtaining your Bachelor's degree you will be able to enrol free of charge in the single courses for the first year of the Master's degree attended and take the relative exams.

- **If you are a student coming from another university** we will, on request, refund the amount paid (with the exception of stamp duty).

If **you do not intend to complete** your enrolment in the Master's degree programme, even though you expect to obtain the degree within the deadline, you must **notify** the Student Secretariat in writing by ticket, **before obtaining the degree**. If **you do not intend to complete** your enrolment in the Master's degree programme, even though you expect to obtain the degree within the deadline, you must **notify** the Student Secretariat in writing by ticket, **before obtaining the degree**. **Only in this case, only the regional tax will be refunded** on request.

After the dissolution of the enrolment with reservation, if you no longer intend to attend the Master's degree course, you will have to submit an online application to withdraw from your studies.

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>

CREDIT RECOGNITION TO SHORTEN YOUR CAREER (three-year and single-cycle master's degrees)

- **Achievement of second degree**
- **Foreign degree recognition**

Achievement of second 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 methods 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 Secretariat 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):

UNDERGRADUATE DEGREE COURSES

- 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 credits recognized: admission to the third 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 third 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](https://en.unibg.it/node/7035) (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).

STUDY PLANS, LESSONS, EXAMS

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 **from 14 October to 8 November 2021** (if you are enrolled in a single-cycle bachelor's/master's degree programme or in the second year of a master's degree programme), **from 28 October to 19 November 2021** (if you are enrolled in the first year of a master's degree programme with or without reservations).

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 by ticket 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 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 \(ITA\)](http://www.unibg.it/segremoduli (ITA))

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 for course credit;
- **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

In order to register for the exam, you must use the [Internet Desk](#), including at the stations installed at the various university sites.

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 student [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 "Secretariat - 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](http://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 though you have not passed any exams during the 2021-2022 academic year, 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.

DIPLOMA SUPPLEMENT

The Diploma Supplement is a document supplementing the qualification, describing the nature, level, context, content and status of the studies undertaken and completed by the student identified in the original qualification to which the supplement is attached.

The **purpose of** the Diploma Supplement is to provide independent data to improve the international transparency of qualifications and enable fair academic and professional recognition.

The Diploma Supplement contains **only official data**: discretionary evaluations, declarations of equivalence or suggestions regarding recognition are excluded. The document is written, both in Italian and in English, according to a standard model in 8 sections, developed on the initiative of the European Commission, the Council of Europe and UNESCO.

Those holding a Bachelor's degree, a Master's degree and a Specialist degree issued according to the regulations provided for by Italian Ministerial Decree 509/99 and 270/04 may apply.

Graduates of the so-called "old system" (four-year/five-year) **cannot** apply.

To request the Diploma Supplement you must apply to the Student Secretariat using the form available at [www.unibg.it/segremoduli\(ITA\)](http://www.unibg.it/segremoduli(ITA))

The Diploma Supplement can be issued in two formats:

- PDF format: it is sent by e-mail as an attachment;
- paper format, with original stamp and signature: to be collected from the Secretariat or sent to your address at a cost of € 10.00. In this case, the University declines all responsibility for any failure to deliver the documents.



The Diploma Supplement is issued on **plain paper**, free of charge, normally within 30 days of the request.

STATE EXAMS

The University of Bergamo is the seat of the State Examinations for the qualification to practice the professions of Chartered Accountant (section A), Accounting Expert (section B), Engineer (section A) and Junior Engineer (section B).

Starting from the year 2017, supplementary tests for the purpose of enrolment in the Register of Statutory Auditors are held within the State Examination sessions for Chartered Accountants and Experts.

You can find the provisions concerning participation in these examinations at [www.unibg.it/estato\(ITA\)](http://www.unibg.it/estato(ITA))