**USEFUL INFORMATION**

**DEPARTMENT OF MANAGEMENT AND ECONOMICS**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>II SEMESTER STARTS</td>
<td>February 28th, 2022 (please arrive a few days before this date)</td>
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<tr>
<td>II SEMESTER FINISHES (exam period included)</td>
<td>July 4th, 2022</td>
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</tbody>
</table>

**ACADEMIC CALENDAR**

CHECK FOLLOWING WEBPAGE: INCOMING

https://en.unibg.it/global/students-exchange/erasmus-incoming-students

**Erasmus coordinators**

Prof.ssa Mara Grasseni mara.grasseni@unibg.it

Prof.ssa Francesca Magno francesca.magno@unibg.it

**APPOINTMENT with the teachers**

- At your arrival write an email to the teachers or meet them during office hours: introduce yourself and ask them: how the courses are taught; exams information (written, oral, online test, paper partial exams..) list of required books and online materials

**How to find teachers email address**

UNIBG WEBPAGE > RUBRICA

https://didattica-rubrica.unibg.it/ugov/rubrica

**ITALIAN LANGUAGE COURSES: email to: infocis@unibg.it**

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Italian Intensive language course ONLINE</td>
<td>From 7th February 2022 to 11th February 2022</td>
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Application online:

A google form (Scheda di iscrizione corsi CIS II semestre a.a. 21/22) will be published on the following webpage: https://ccl.unibg.it/it/cis-italiano-stranieri/attivita-didattiche

Placement test Italian General course:

After online application student will receive an online entry test

General Italian Course [60hrs] 5 credits:

From 21 February 2022 to 27 May 2022

Classes and timetable and marks:

Online tests’ results will be published on the following webpage: https://ccl.unibg.it/it/cis-italiano-stranieri/attivita-didattiche

General and special Italian courses:

Students can choose one General Italian Language course and one special course per Semester

Attendance certificate:

Students who have attended the 50% of the course, receive the certificate of attendance. Credits will be assigned if you take and pass the exam and it will be included in your Transcript of records (and in the Learning Agreement)
**LEARNING AGREEMENT**

<table>
<thead>
<tr>
<th>LEARNING AGREEMENT DURING MOBILITY</th>
<th>The form is available on our section <a href="https://en.unibg.it/global/students-exchange/erasmus-incoming-students">https://en.unibg.it/global/students-exchange/erasmus-incoming-students</a> &gt; DURING MOBILITY &gt; Changes to the Learning Agreement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSES</td>
<td>Students must check very carefully the courses list and choose the course offered during SECONDO SEMESTRE ANNO ACCADEMICO 2021-2022. Click on the following link and scroll down the list. Click on the course code to check further details. If you have doubts about entry requirements, write to the teacher.</td>
</tr>
<tr>
<td>DEADLINE TO SUBMIT THE DURING MOBILITY LEARNING AGREEMENT</td>
<td>No changes will be admitted after this date 16th March.</td>
</tr>
<tr>
<td>HOW TO SUBMIT THE DURING MOBILITY L.A.</td>
<td>Arrange an appointment with the International Office or send by email to <a href="mailto:incoming@unibg.it">incoming@unibg.it</a>.</td>
</tr>
<tr>
<td>FINAL APPROVAL AND SIGNATURE to be submitted to the International office of the hosting and sending institutions for final signatures and approval</td>
<td>Please note the L.A. before mobility and during mobility should have been completed in all its parts (filled in by computer): Correct personal data, sending University data and receiving University data. Correct course codes and correct course's name. 3 signatures: Student's signature and date. Sending University's signature, stamp (for final approval) and date. Receiving University's signature, stamp and date. Students have to monitor that the L.A should be completed in all its parts and has to be sent to International Office (or to your Home University Erasmus Mentor) and to the sending University.</td>
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</tbody>
</table>
### COURSES – Blended (in site/online)

- Click on the [course catalogue](#) and check exactly the Semester in which the course is offered.
- (Primo Semestre: Autumn Semester from October to February)
- Secondo Semestre: Spring Semester: from February to July – Annuale from October to July)
- Student nominated for the II Semester can attend only courses offered during Secondo Semestre.
  (Students are required to check the right code course and indicate it correctly on their Learning Agreement)
- Check very carefully the published Syllabus and Bibliography.

- **Language Courses:** please be informed that you have to attend AAL (ATTIVITA’ APPRENDIMENTO LINGUISTICO) too and in order to be admitted to the written or oral language course you have to pass the AAL test.
- **BOOK YOUR SEAT:** book online the place through EasyLesson or download the app EasyUnibg. Click here - > login with your id and pw - > manage your profile > > search by course and reserve your seat (you can reserve only seats for lessons of your Department).
- **E-learning:** Many of the University’s teaching activities are managed online, through Moodle Unibg, a distance-e-learning platform that provides many courses delivered by the university, archives for teaching materials and much more. (Recorded lessons will remain on e-learning area only few days)

- **HOW TO CHECK TIMETABLE:** [https://logistica.unibg.it/PortaleStudenti](https://logistica.unibg.it/PortaleStudenti) (not yet published)

- **MyUNIBG with id and pw:** you can easily reach all the useful sections of the site: timetables, book exams e-learning platform, digital services and a lot of opportunities offered by Unibg.

### EXAMS

- Students are not automatically registered for the exams. Written, oral and partial exams must be registered on the “Sportello Internet/Dashboard”. [https://sportello.unibg.it/](https://sportello.unibg.it/)
- **Students can register for the exams from May until 5 days before the exam date:** Pay attention to the course code!
- **EXAM REGISTRATION – Sportello Studenti – LOGIN with your USER ID AND PASSWORD – ESAMI – BACHECA PRENOTAZIONI**
- **It is extremely IMPORTANT that students must stay in Bergamo until THE END OF THE EXAM SESSION, or at least until the registration of the exam.**
- **Exams will be only in presence**

Please check the following webpage [https://en.unibg.it/global/students-exchange/erasmus-incoming-students](https://en.unibg.it/global/students-exchange/erasmus-incoming-students) for further updated information.
REMINDER a.y 2021/22