Welcome to Bergamo!
Welcoming Guideline for Erasmus Students

Anna Maria di Marco
Milena Plebani
incoming@unibg.it

via San Bernardino
72/e
Bergamo
Siamo Capitale Italiana della Cultura 2023

BERGAMO BRESCELLA
ERASMUS
COORDINATORS
&
TUTORS
Coordinator: Prof.ssa Ivana Rota

ivana.rota@unibg.it

Phone: 035 2052714

Office Address: Piazza Rosate 2, room 207

The appointment will be on Skype (contact: live:.cid.5117ded3e07413eb) but contact via email before.
Coordinator: Prof.ssa Paola Gandolfi
paola.gandolfi@unibg.it
Phone: 035 2052966
Office Address: Via Sant’Agostino, Room 24
Office hours: Wednesday afternoon
Contact via e-mail for an appointment.
Lettere, Filosofia e Comunicazione  
(Department of Letters, Philosophy and Communication)

Campus: Pignolo and Palazzo Bernareggi (via Pignolo, 76)

Coordinator: 
Prof.ssa Francesca Pagani

francesca.pagani@unibg.it

Phone: 035 2052410

Office Address:
Palazzo Bassi Rathgeb
Via Pignolo 72, Room 6

The appointment can be in presence or on Google Meet but please contact via e-mail before.
GIURISPRUDENZA
(Department of Law)
Campus: Moroni

Coordinator:
Prof. Silvio Troilo

silvio.troilo@unibg.it

Phone: 035 2052846

Office Address:
Via Gianbattista Moroni 255, Room 10

Office hours:
Wednesday from 4:30 p.m. to 6:30 p.m.
only by appointment, contact via e-mail
Coordinator: **Prof.ssa Mara Grasseni**

[mara.grasseni@unibg.it](mailto:mara.grasseni@unibg.it)

Phone: 035 2052540

Office Address:
Caniana, room 212

The appointment will be on Skype, please contact via e-mail before.
Coordinator: **Prof.ssa Laura Mariani**

laura.mariani@unibg.it

Phone: 035 2052882

Office Address:
Caniana, room 110

The appointment will be on Skype, please contact via e-mail before.
Coordinator:  
**Prof.ssa Maria Sole Brioschi**

[maria-sole.brioschi@unibg.it](mailto:maria-sole.brioschi@unibg.it)

Phone: 035 2052089

Office Address:  
Dalmine, building C, room 5.02

Office Hours: Monday and Friday from 1 p.m. to 2 p.m. The appointment will be on Microsoft Teams, and it can be in other days but please contact via e-mail before.
THE INTERNATIONAL OFFICE

Ask to International Office for Information about:
- Residency Permit (Only Erasmus Student).
- Learning Agreement.
- Before and during Mobility.
- Courses List
- Transcript of Records
- Arrival and Departure Certificate
- Student Card
- Dubts about how to book an Exam
- Tax Code
HOW TO FIND THE INTERNATIONAL OFFICE

International Office via San Bernardino 72/e, Bergamo 2° Floor

Office hours: Tuesday and Thursday
9.30 a.m. – 12.00 a.m.
2 p.m. – 4 p.m.

Please arrange an APPOINTMENT with the administrative staff writing an email to the staff (next slides).
Administrative Staff by Department

Please arrange an appointment by email before visiting our offices in Via San Bernardino.

Departments of Economics, Management and Human and Social Sciences: Anna Maria di Marco
anna-maria.di-marco@unibg.it

Departments of Law and Engineering: Blerta Topalli
blerta.topalli@unibg.it

Departments of Foreign Languages, Literatures and Cultures and Letters, Philosophy and Communication: Milena Plebani
milena.plebani@unibg.it
HOW TO FIND ALL THE INFORMATIONS YOU NEED AS AN ERASMUS STUDENT

Visit the page https://en.unibg.it/global/students-exchange/erasmus-incoming-students
HOW TO CHOOSE COURSES
1) Go to the Unibg Website

2) Click on EN to translate the page in English language
3) Click on Global and choose Erasmus-Incoming Students
Going abroad
- Destinations
- Erasmus+
- Short mobility
- Extra-UE mobility
- Before the departure

Students Exchange
- Marco Polo Project
- Joint programs, UniBg Summer & Winter Schools
- Double-degree agreements
- Erasmus - Incoming students
- Swetaly

Cooperation and Development
- Unesco Chair
- Education and Training
- Research, Publications and Documents
- Third Mission
- Partners
- Events
4) Click on Course Catalogue 2022/2023

Erasmus - Incoming students

This page is intended for those students who have been selected and nominated by their Home University to participate in the Erasmus+ Exchange program with the University of Bergamo. The following procedure is valid if the University of Bergamo signed a bilateral agreement with the Partner University.

>> All News and FAQ (vaccination, Green Pass, lessons and exams)

- 2022/23 Academic Calendars - NOW PUBLISHED
- Admission: NEW 2022/23 Nomination + Application NOW OPEN!
- Course catalogue 2022/2023
- Learning agreement
- Housing/Accommodation: NEW 2022/23 NOW OPEN!
- Language requirements and Italian language courses APPLY NOW!

Contacts

International Office
via San Bernardino 72/E
2nd floor – Room 5
T +39 035 206 2428/2293
incoming@unibg.it

Office hours
Tue and Thu
10.00-12.00 a.m.
2.30-4.00 p.m.

Book your appointment through this link

Contacts
Milena Pleban
Anna Maria Di Marco
Erasmus Departmental coordinator
Department of Law
Prof. Silvio Trollo
Department of Management
Prof. Francesca Magno
Department of Economics
5) Click on Course catalogue

Course catalogue 2022/2023

Each Department sets and approves the Course catalogue (yearly. In addition, each Department offers some English taught subjects at Master’s and Bachelor’s Level.

Course Catalogues for a.y. 2022/23 will be available from July onwards. For this reason you will submit your Learning Agreement-Before mobility within 30 August.

Please have a look at the previous Course Catalogue, because anyway most courses don’t differ from one year to the next, but the semester in which the courses are held might change.

Please check very carefully the Semester in which the course is offered:

- **Primo Semestre** > 1st Semester CLASSES (Autumn Semester - from September to December) > EXAMS between January and February.
- **Secondo Semestre** > 2nd Semester CLASSES (Spring Semester - from February to June/July) > EXAMS in June and July.
- **Annualità singola** > whole Academic Year (from September to June/July) > EXAMS in June and July.

The Department of Management in partnership with the University of Columbia (Missouri) organizes English taught courses as a part of the Summer Business Program.

- **Summer Business Program (Missouri): second semester – Bachelor’s level.**

Learning agreement
6) Now you can choose your department, teaching language, degree level and semester

Elenco insegnamenti

- ABILITÀ INFORMATICHE E TELEMATICHE - Codice: 38047 - Crediti: 1
- ABILITÀ INFORMATICHE E TELEMATICHE - Codice: 39077 - Crediti: 1
- ABILITÀ INFORMATICHE E TELEMATICHE - Codice: 23059 - Crediti: 2
- ABILITÀ INFORMATICHE E TELEMATICHE - Codice: 39077 - Crediti: 1
- ABILITÀ INFORMATICHE E TELEMATICHE (LABORATORIO BASI DI DATI) - Codice: 21064 - Crediti: 1
- ACCOUNTING HISTORY - Codice: 900007-ENG - Crediti: 6
- ACUSTICA APPLICATA - Codice: 60118 - Crediti: 6
WHAT YOU SHOULD CHECK

Department: The department names are in Italian, please translate your department in Italian and choose it from the list.

Academic year: 2022/2023

Teaching language: English (inglese)

Semester:
- First semester (primo semestre)
- Second semester (secondo semestre)
- Whole year (annualità singola)

If you stay here only for one semester you can’t choose a course with «annualità singola»
You can choose courses from other departments (it’s not compulsory) BUT 50% of the courses must be from your department
REMEMBER:
Pay attention to the code of each course

For example:
Psychometrics Course
640014 -ENG Psychometrics
40023 Psicometria

For example:
Same prof / different CFU (10 cfu vs 5 cfu)
ENG-Code courses:
44136 -ENG Territorial and Environment Studies (10 cfu)
44107 -ENG Geography of the Environment and Tourism
44118 -ENG Territorial Studies
HOW TO CHANGE YOUR LEARNING AGREEMENT (Exceptional changes)

Exceptional Changes must be modified filling in the “During Mobility Learning Agreement” form.

The document can be downloaded from: https://en.unibg.it/global/students-exchange/erasmus-incoming-students > DURING MOBILITY section.
CHECK the proposal with the International Departmental coordinator in Bergamo or with the International office
Arrange an appointment with the International office for final signature and approval
Remember to sign the form yourself!

THE CHANGES TO THE LEARNING AGREEMENT document will be sent to Home University International Office for the final approval/confirmation.
(Exceptional changes) DEADLINE TO SUBMIT THE LEARNING AGREEMENT DURING MOBILITY

No changes allowed after the following deadlines for:

SCHOOL OF ECONOMICS AND MANAGEMENT

SCHOOL OF ENGINEERING

Dep. FOREIGN LANGUAGES, LITERATURES AND CULTURES

Dep. HUMAN AND SOCIAL SCIENCES

Dep. LAW

Dep. LETTERS, PHILOSOPHY AND COMMUNICATION

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<table>
<thead>
<tr>
<th>Reasons for deleting a component</th>
<th>Reasons for adding a component</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1. Previously selected educational component is not available at the Receiving Institution</td>
<td>B1. Substituting a deleted component</td>
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<tr>
<td>A2. Component is in a different language than previously specified in the course catalogue</td>
<td>B2. Extending the mobility period</td>
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<td>A3. Timetable conflict</td>
<td>B3. Other (please specify)</td>
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<td>A4. Other (please specify)</td>
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<tr>
<td>Responsible person† at the Receiving Institution</td>
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<tr>
<td>International Coordinator UNIBG</td>
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HOW TO USE DASHBOARD
HOW TO USE MYUNIBG

You can log in MyUnibg with this link MyUnibg with your username and password.

Insert your username and password
To enter this site please login with your username and password

To access the site
Sign in to the service MyUniBg PROD (by CINECA)

Username

Password

LOGIN

› Password recovery
› Username recovery

In case of errors or problems please contact supporto.idem@unibg.it

Log in with SPID
HOW TO CHECK YOUR LESSONS TIMETABLE, EXAMS CALENDAR AND ROOM OCCUPATIONS:
WEB AGENDA UNIBG
WEB AGENDA UNIBG

Check your timetable of courses by clicking on “Classes Schedule” and choose “search your timetable by course”.

Welcome to the student’s Web Agenda of the University of Bergamo
WEB AGENDA UNIBG

Click on and choose “search your timetable by course”.

- Search your timetable by degree
- Search your timetable by lecturer
- Search your timetable by course
HOW TO CHECK YOUR LESSONS TIMETABLE. EXAMS CALENDAR AND ROOM OCCUPATIONS:
EasyUnibg App

You can also download the app on your cellphone reaching on your Play Store or on your Apple Store: EasyUnibg.
HOW TO USE E-LEARNING COURSE UNITS: E-Learning System
COURSE UNITS
E-Learning System

To check on the information about the courses and programmes, you can use e-learning platform.

What includes:
• Course content
• Teaching activities (Lectures, case studies, classroom exercises, group work and presentation)
• Assessments

To log in the system, click on myUnibg, then:
• Username: (your student number/matricola)
• Password: (your password)
HOW TO BOOK EXAMS
EXAMS

Exams can be either written or oral (verbal). **ONLY IN PRESENCE.**

What you need:
To register to your exams ONLINE

Where:
From sportello internet (Dashboard)

When:
From 15 days before the exam until 5 days before the exam
1. Click "Clicca qui".

2. Open the survey.

3. Click "Yes" and fill the survey.

4. You enrolled successfully!
### Italian Grading System

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<tr>
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<td>B+</td>
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<td>Good</td>
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<td>C</td>
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<tr>
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<td>D-</td>
<td>0.7</td>
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<tr>
<td>&lt; 18</td>
<td>D+</td>
<td>0.0</td>
<td>Failing</td>
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</table>
Click > Contacts (IT= Rubrica)

Search for person (Cercapersone)
(To find professors’ personal page / office hours)

Search for office / service (Cerca Ufficio / servizio)
(To find offices’ page / working hours)
HOW TO TAKE A LANGUAGE’S COURSE: AAL
(Attività di Addestramento)

If you would like to take foreign languages course (i.e. French, Spanish, German etc.), language exercises such as translation, writing skills, listening comprehension are very important to understand.

Language Exercises Classes (AAL) area compulsory part of this process

Student cannot take the Oral language exam without passing the written test at the end of AAL course

The AAL does not offers credits it is only “IDONIETA”
SERVICES and FACILITIES
US CARD
(University Student Card)

With your US (Student) Card you can:

• Use laboratories, and computers
• Borrow books from the University Libraries
• Take photocopies and scan your documents
• Use the CCL material
• Have discounts in the university canteens

ATTENTION: IT’S NOT A DEBIT CARD!
There are three libraries in our university:

- **Humanities Library** (Sant’Agostino)
  Monday and Friday 8 a.m. - 7.30 p.m.
  Tuesday-Wednesday-Thursday: 8 a.m. - 10 p.m.

- **Economics and Law Library** (Caniana)
  Monday to Friday 8 a.m. to 7:30 p.m.

- **Engineering Library** (Dalmine)
  Monday to Friday 8 a.m. to 7:30 p.m.
Accessing the ONLINE LIBRARY

To access the online library of University of Bergamo:

Click on: Libraries (Biblioteche)
PRINT CENTER
(Centro Stampa)

Via dei Caniana 2 (under the canteen)
Bergamo
tel. 035-2052555
Opening Hours:
Monday to Friday 09:00-19:00
Saturday: 09:00-13:00

Piazzale Sant'Agostino 2
24129 Bergamo
Opening Hours:
Monday to Friday 10:00-12:30
PRINT CENTER
(Centro Stampa)
Viale Marconi, 5
Dalmine
tel. 035 205 2079
Opening Hours:
Monday, Wednesday and Friday from
9:30 to 12:00

Webpage: PRINT CENTER
CUS (Centro Universitario Sportivo)

The University Sports Centre:

- Locations: Via Verdi 56 – Dalmine (BG)
- Availability Time:
  - Monday to Friday 07:00 – 22:00
  - Saturday and Sunday, 09:00 - 18:00
- Contacts:
  - Telephone: 035 2052328 - 035 372819
  - Email: cus@unibg.it
AEGEE & ESN

Bergamo

• AEGEE & ESN are student associations which support exchange and integration among students with different nationalities.

• They organize cultural and social events with the aim at promoting intercultural experience and cooperation.
WELCOME DESK

- **INFORMATION POINT** in Campus Caniana
- From September to October
- Availability Time:
  - Monday: 11 a.m. – 1 p.m. or 2 p.m. – 4 p.m.
  - From Tuesday to Thursday: 9 a.m. – 1 p.m. or 2 p.m. – 4 p.m.
ACCOMODATION SERVICE

The Accommodation Service of Bergamo University offers fully furnished flats, located near the University (Bergamo and Dalmine).
Accommodation applications are open:
• after June 15th for 1st semester (Winter Semester) or full Academic Year
• after November 1st for 2nd semester (Spring Semester)

University’s residencies are not available for Erasmus students.

Contact information
E-mail: accommodation.service@unibg.it
Telephone - Whatsapp: +39 329 6836882
Address: Via Moroni, 255, 24127, Bergamo

Opening hours
• Monday and Wednesday: 08.30–10.30
• Tuesday and Thursday: 15.30–17.30
TRANSPORT service in Bergamo

The University of Bergamo signed an agreement with public transport service. Erasmus students can have a discounted MONTHLY travel card provided by and ATB.

24,00 euro, valid only in Bergamo,
31,00 euro, valid for Dalmine.

Students are required to download a the self-declaration/autocertificazione from the dashboard/sportello studenti and submit it along with the identity/card or passport to the office.
WHERE TO BUY THE MONTHLY PASS

ATB POINT Address: Largo Porta Nuova, 16, 24122
Bergamo Phone: 035 236026
Website: http://atb.bergamo.it/ITA/homepage.aspx
Booking:
Book your appointment and skip the line!
http://bookingatb.cloud.incifra.it/booking/calendar.php
Just connect to the link, select the office and the service, and choose the day and times from those available. You will receive a confirmation email with your booking number
HEALTH INSURANCE

**EU STUDENTS** should bring with them the European Health Insurance Card. If you are a European student and have private insurance please check conditions to use it in Italy!

**Non-EU STUDENTS** MUST have health insurance valid in Italy. We strongly recommend to buy for the whole mobility period before coming to Italy. Having health insurance is a requirement in order to get the student Visa and is also mandatory to request the Resident Permit.
The EHIC gives you access to the National Health Service for “urgently needed medical treatments” during temporary stay: you can have free check-ups by all GPs, and you can access All public hospitals all agreed clinics laboratory instrumental-diagnostic tests by paying a fee, commonly called “ticket”.

The EHIC guarantees medical assistance for health issues occurred during your stay in Italy only; it does not cover the cost of private medical treatments.
EUROPEAN HEALTH INSURANCE CARD

General Practitioner

you need medical assistance
you can go for free to any General Practitioner (GP – in Italian "Medico di Medicina Generale" or "Medico di base")

To find a “medico di base”: https://anamed.ats-bg.it/
Choose categoria: medico assistenza primaria
Comune: Bergamo

The International office can give you further information about English or French speaking GP please write to incoming@unibg.it
EMERGENCY NUMBERS

NUMBER: 112
In Case of Emergency. Free and Active in Lombardy 24 hours.

App "112 Where Are U" Where Are U app lets you ask for help in case of an emergency

When to call 112?
• Emergency medical urgency situations.
• Request for medical assistance by sending emergency vehicles.

NUMBER: 116 117
For Non-Urgent Health Care. From Monday to Friday from 8 p.m. to 8 a.m. holidays and days before holidays 24h. When to call 116 117?
• Non-urgent health care, services or advice.
  • Consultation of a doctor of continuity of assistance.
  • Access to the Tourist Medical Guard.
CENTRAL POST OFFICE
Location:
BERGAMO Via Antonio Locatelli, 11.

Office Hours:
• Monday to Friday 08:20 a.m. – 07:20 p.m.
• Saturday 08:20 a.m. – 12:35 p.m
HOW TO APPLY FOR THE RESIDENCE PERMIT

Write an email to incoming@unibg.it

We will give you all the informations you need and we will also book an appointment at the International Office.
For more information: www.unibg.it > Global
ENJOY BERGAMO!