



Welcome to Bergamo!

Welcoming Guideline for Erasmus Students



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Anna Maria di Marco
Milena Plebani
incoming@unibg.it

via San Bernardino
72/e
Bergamo



Siamo Capitale Italiana della Cultura 2023



**BERGAMO
BRESCIA**



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

ERASMUS COORDINATORS & TUTORS



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

LINGUE, LETTERATURE E CULTURE STRANIERE

(Department of Foreign Languages, Literatures and Cultures)

Campus: Salvecchio and Rosate

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.



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

SCIENZE UMANE e SOCIALI

(Department of Human and Social Sciences)

Campus: Sant'Agostino and Via Pignolo

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.



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

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.



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

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



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

DIPARTIMENTI DI ECONOMIA E SCIENZE AZIENDALI

(Economics) *Campus: Caniana*

Coordinator: **Prof.ssa Mara Grasseni**

mara.grasseni@unibg.it

Phone: 035 2052540

Office Address:
Caniana, room 212

The appointment will be on Skype,
please contact via e-mail before.
please contact via e-mail before.



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

**DIPARTIMENTI DI ECONOMIA E SCIENZE
AZIENDALI
(Department of Management)**
Campus: Caniana

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.



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

INGEGNERIA

(School of Engineering)

Campus: Dalmine

Coordinator:

Prof.ssa Maria Sole Brioschi

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.



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

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 arrangement an **APPOINTMENT** with the amministrative 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](mailto:anna-maria.di-marco@unibg.it)

Departments of
Foreign Languages,
literatures and
cultures and Letters,
Philosophy and
Communication:
Milena Plebani
milena.plebani@unibg.it

Departments of
Law and
Engineering:
Blerta Topalli
[blerta.topalli@uni
bg.it](mailto:blerta.topalli@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>

[eLearning](#) | [Web agenda](#) | [Help Desk](#) | [Dashboard](#) | [Contacts](#) | [Libraries](#)    [IT](#)

 **UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

[About us ▾](#) [Study ▾](#) [Research ▾](#) [Engagement ▾](#) [Global ▾](#) [Services & Facilities ▾](#) [Info for ▾](#)

[HOME](#) / [GLOBAL](#) / [STUDENTS EXCHANGE](#)

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.

Contacts

International Office



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

HOW TO CHOOSE COURSES



1) Go to the Unibg Website

Unibg

2) Click on EN to translate the page in English language



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Ateneo ▼

Studiare ▼

Ricerca ▼

Terza missione ▼

Internazionale ▼

Servizi ▼



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

3) Click on Global and choose Erasmus-Incoming Students



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

About us ▾

Study ▾

Research ▾

Engagement ▾

Global ▾

Life at UniBg ▾

Info for ▾





UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

About us ▾

Study ▾

Research ▾

Engagement ▾

Global ▾

Life at UniBg ▾

Info for ▾

Going abroad

Destinations

Erasmus+

Short mobility

Extra-UE mobility

Before the departure

Visiting Professors and Scholars

Teachers and staff mobility

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



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

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 3

T +39 035 205 2428/2293
incoming@unibg.it

Office hours

Tue and Thu
10.00-12.00 a.m.
2.00-4.00 p.m.

Book your appointment
through this [link](#)

Contacts

[Milena Plebani](#)
[Anna Maria Di Marco](#)

Erasmus Departmental coordinator

Department of Law
[Prof. Silvio Troilo](#)

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

Book your appointment through this [link](#)

Contacts

[Milena Plebani](#)

[Anna Maria Di Marco](#)

Erasmus Departmental coordinator

Department of Law

[Prof. Silvio Troilo](#)

Department of Management

[Prof. Francesca Magno](#)

Department of Economics

[Prof. Mara Grasseni](#)

Department of Human and Social Sciences

[Prof. Paola Gandolfi](#)

Department of Foreign Languages, Literatures and Cultures

[Prof. Ivana Rota](#)

Department of Letters, Philosophy, Communication

[Prof. Francesca Pagani](#)

School of Engineering

[Prof. Maria Sole Brioschi](#)



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

Elenco insegnamenti

Anno accademico / Academic year Dipartimento / Department

2022/2023

- Tutto -

Lingua dell'insegnamento / Teaching language

- Tutto -

Tipo di corso / Degree's level

- Tutto -

Semestre / Semester

- Tutto -

Applica

- [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
- [ABILITA' 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.

The screenshot shows the University of Bergamo website. The top navigation bar includes links for eLearning, Web agenda, Help Desk, Dashboard, Contacts, and Libraries. The main header features the university logo and name, along with a navigation menu: About us, Study, Research, Engagement, Global (selected), Services & Facilities, and Info for. Below the header, the breadcrumb trail reads HOME / GLOBAL / STUDENTS EXCHANGE. The main heading is "Erasmus - Incoming students". A paragraph explains that the page is for students selected and nominated by their Home University to participate in the Erasmus+/Exchange program with the University of Bergamo, and that the procedure is valid if the University of Bergamo signed a bilateral agreement with the Partner University. On the right, there is a "Contacts" section with the International Office email (incoming@unibg.it), office hours (Tue. and Thu. from 10 to 12 and from 14 to 16 via San Bernardino 72/E, 2nd floor - Room 5, Phone: +39 035 2052.293), and contact names (Milena Plebani, Anna Maria Di Marco). Below this, it lists the ERASMUS Departmental coordinator (Prof. Silvio Troilo) and the Department of Management, Economics and Quantitative Methods (Prof.ssa Mariafrancesca Sicilia). The left sidebar contains a list of links: 2018/2019 Academic calendars, Admission, Accommodation, 2018/2019 Course catalogue, 2018/2019 Learning Agreement, Language requirements and Italian language course, and "During mobility" (which is circled in blue). Each link has a plus sign icon to its right.

LEARNING AGREEMENT (Exceptional changes)


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.



Higher Education
Learning Agreement for Studies

Student's name
Academic Year 201 / 201

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
	LAVINE	TOM	25/01/1995	BRITISH	M	LM	ECONOMICS
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	UNIVERSITY OF EAST LONDON	ECONOMICS	29U894Y	LOREM IPSUM	ENGLAND	XXXX@DHFJIR.COM	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	UNIVERSITA' degli Studi di BERGAMO	International Office	I BERGAMO 01	Via Caniana,2 24127 Bergamo	Italy	INTERNATIONAL OFFICE +39 035 2052 293	

During the Mobility

+

Exceptional changes to Table A

(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Unchanged Component [tick if applicable]	Reason for change ⁶	Number of ECTS credits (or equivalent)
654806-ENG	STANDARDS OF MACROECONOMY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lorem ipsum	10
458048-ENG	CONSUMER BEHAVIOR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lorem ipsum	10
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The level of language competence⁷ in ITALIAN ☐ or ENGLISH ☐ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐

Exceptional changes to Table B (if applicable)

(to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)

Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Unchanged component [tick if applicable]	Number of ECTS credits (or equivalent)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



(Exceptional changes) DEADLINE TO SUBMIT THE LEARNING AGREEMENT DURING MOBILITY

No changes allowed after the following deadlines (

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

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
A1. Previously selected educational component is not available at the Receiving Institution	B1. Substituting a deleted component
A2. Component is in a different language than previously specified in the course catalogue	B2. Extending the mobility period
A3. Timetable conflict	B3. Other (please specify)
A4. Other (please specify)	

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ⁸ at the Sending Institution					
Responsible person at the Receiving Institution ⁹			International Coordinator UNIBG		



HOW TO USE DASHBOARD



HOW TO USE MYUNIBG

You can log in MyUnibg with this link [MyUnibg](#) with your username and password.



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Identity Provider UniBG

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 **My UniBg PROD** (by CINECA)

Username

Password

LOG IN



Log in with SPID



[> Password recovery](#)

[> Username recovery](#)

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



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

HOW TO CHECK YOUR LESSONS TIMETABLE. EXAMS CALENDAR AND ROOM OCCUPATIONS: WEB AGENDA UNIBG

The screenshot displays the 'Home page' of the University of Bergamo's Web Agenda. At the top left is the university's logo and name. A dark navigation bar contains a home icon, the text 'Home page', and language options 'it en es de'. A vertical sidebar on the left features icons for a calendar, a document, a magnifying glass, a list, a person, and a mobile phone. The main content area is titled 'Welcome to the student's Web Agenda of the University of Bergamo' and contains seven service tiles:

- Classes schedule**: Consult your timetable. Illustration of a person with a calendar.
- Exams calendar**: Search for your exams. Illustration of a person with a smartphone.
- Rooms occupation**: Consult the rooms daily planning. Illustration of two people looking at a screen.
- Reserve your seat**: Reserve and manage your classroom seat. Illustration of people in a classroom.
- Search bookings**: Search bookings. Illustration of a person with a checklist.
- Front-desk service booking**: Consult front-desk service booking. Illustration of a person at a desk.
- APP EasyUnibg**: Download the mobile application. Illustration of a person with a smartphone.

At the bottom right, it says 'Cookie information' and 'Powered by EasyStaff - 2022'.



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



Classes schedule

Consult your timetable



Exams calendar

[Search for your exams](#)



Rooms occupation

Consult the rooms daily planning



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

WEB AGENDA UNIBG

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



Search your timetable by
degree

What does it mean ≡



Search your timetable by
lecturer

What does it mean ≡



Search your timetable by
course

What does it mean ≡



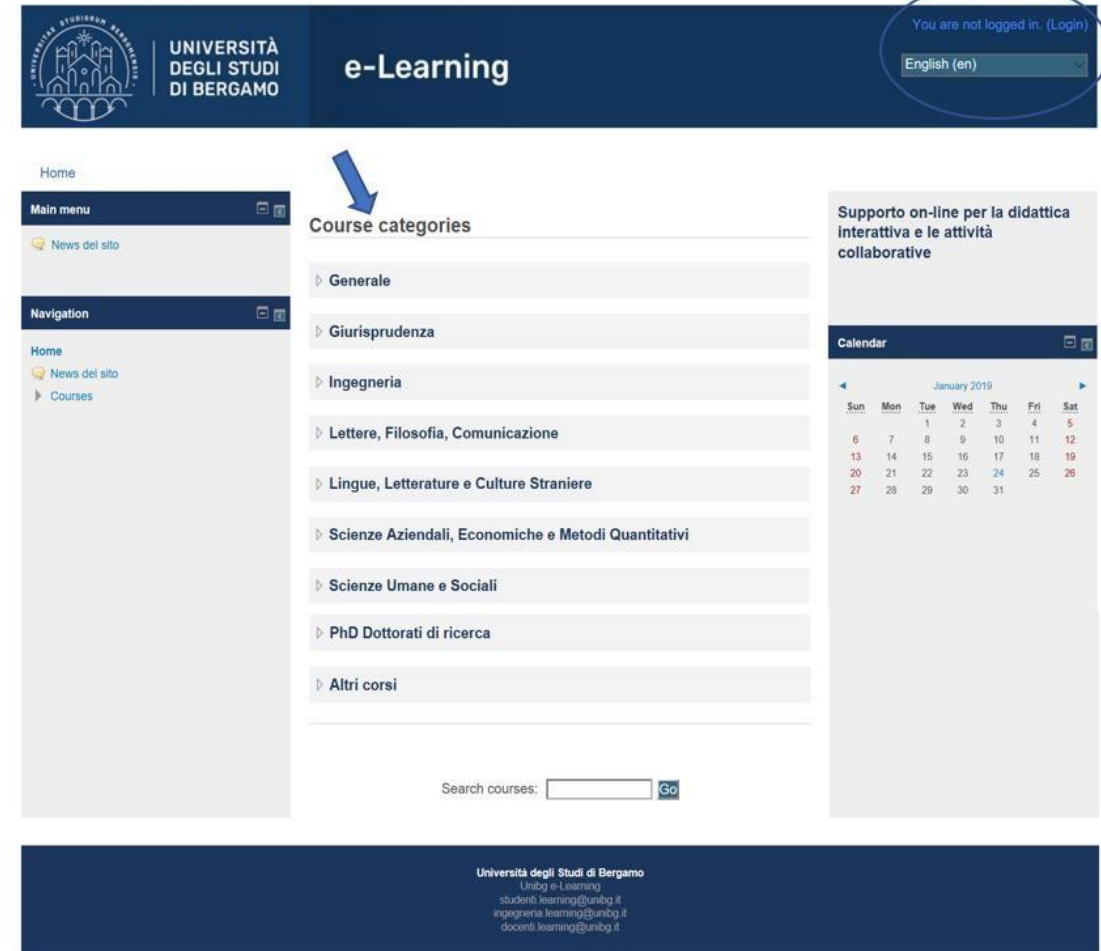
HOW TO CHECK YOUR LESSONS TIMETABLE. EXAMS CALENDAR AND ROOM OCCUPATIONS: EasyUnibg App

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

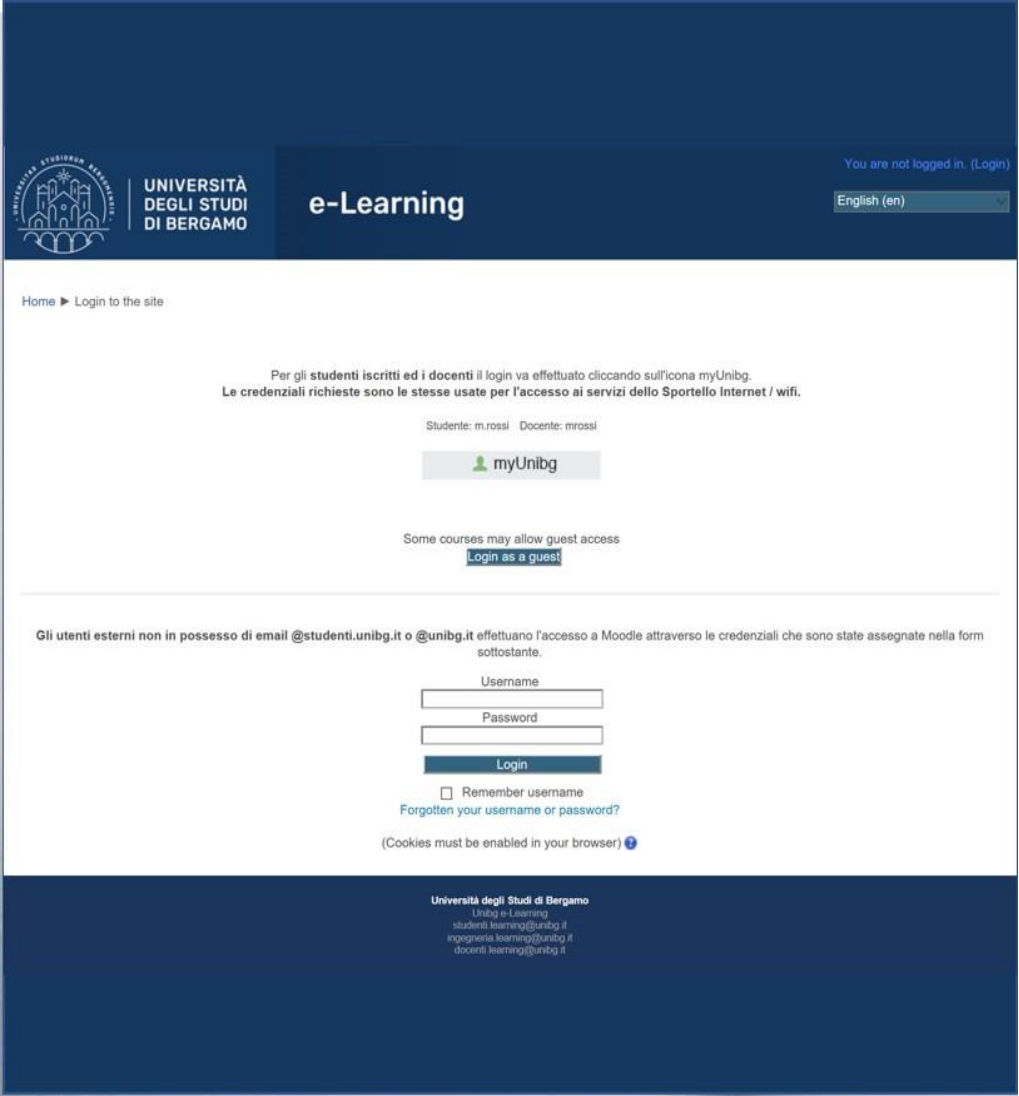
To check on the information about the courses and programmes, you can use e-learning platform.

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)



The screenshot shows the myUnibg e-Learning platform interface. At the top, there is a dark blue header with the University of Bergamo logo and name on the left, the 'e-Learning' title in the center, and a login status on the right that says 'You are not logged in. (Login)' and a language selector set to 'English (en)'. Below the header, a breadcrumb trail reads 'Home > Login to the site'. The main content area has a message in Italian: 'Per gli studenti iscritti ed i docenti il login va effettuato cliccando sull'icona myUnibg. Le credenziali richieste sono le stesse usate per l'accesso ai servizi dello Sportello Internet / wifi.' Below this, it shows 'Studente: m.rossi Docente: mrossi' and a 'myUnibg' button with a person icon. Further down, it says 'Some courses may allow guest access' with a 'Login as a guest' button. A horizontal line separates this from the external user login section. This section states: 'Gli utenti esterni non in possesso di email @studenti.unibg.it o @unibg.it effettuano l'accesso a Moodle attraverso le credenziali che sono state assegnate nella form sottostante.' It contains input fields for 'Username' and 'Password', a 'Login' button, a 'Remember username' checkbox, and links for 'Forgotten your username or password?' and a note '(Cookies must be enabled in your browser)'. The footer is dark blue and contains contact information for the University of Bergamo e-Learning team, including email addresses for students, engineering, and faculty.

HOW TO BOOK EXAMS



EXAMS

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

What you need:

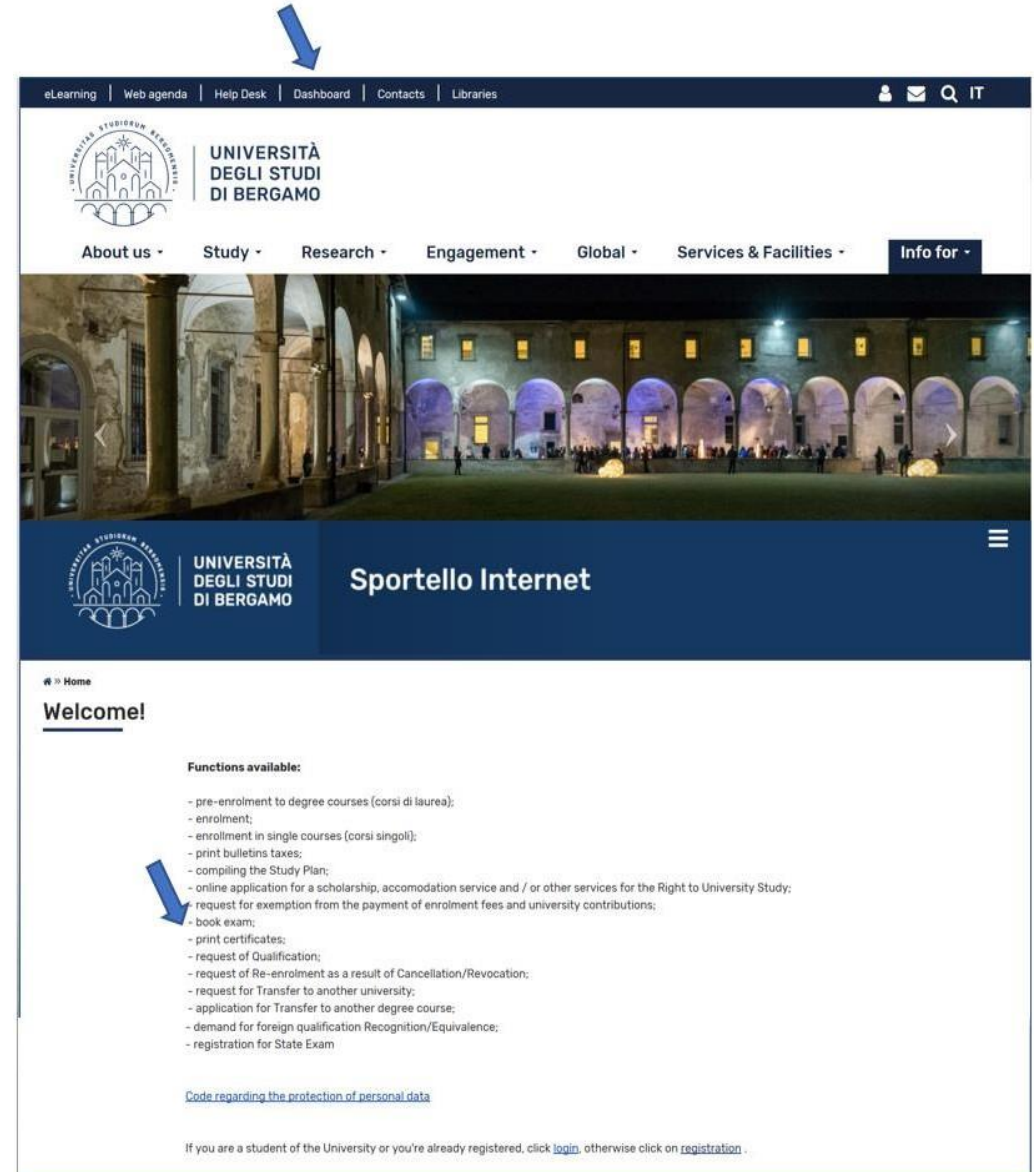
To register to your exams ONLINE

Where:

From sportello internet (Dashboard)

When:

From 15 days before the exam until 5 days before the exam



The screenshot shows the official website of the University of Bergamo. At the top, there is a navigation bar with links to eLearning, Web agenda, Help Desk, Dashboard, Contacts, and Libraries. Below this is the university's logo and name. A main menu includes links for About us, Study, Research, Engagement, Global, Services & Facilities, and Info for. The central banner features a photograph of the university's historic architecture at night. Below the banner, the 'Sportello Internet' section is highlighted. It contains a 'Welcome!' message and a list of 'Functions available:' which includes pre-enrolment to degree courses, enrolment, enrolment in single courses, print bulletins taxes, compiling the Study Plan, online application for a scholarship, request for exemption from payment of enrolment fees, book exam, print certificates, request of Qualification, request of Re-enrolment as a result of Cancellation/Revocation, request for Transfer to another university, application for Transfer to another degree course, demand for foreign qualification Recognition/Equivalence, and registration for State Exam. A blue arrow points to the 'book exam' item in the list. At the bottom, there is a link for 'Code regarding the protection of personal data' and a note about login and registration for students.

Navigation bar: eLearning | Web agenda | Help Desk | Dashboard | Contacts | Libraries

University Logo: UNIVERSITÀ DEGLI STUDI DI BERGAMO

Main Menu: About us | Study | Research | Engagement | Global | Services & Facilities | Info for

Banner Image: Night view of the university's historic building with illuminated arches.

Sportello Internet

Welcome!

Functions available:

- pre-enrolment to degree courses (corsi di laurea);
- enrolment;
- enrolment in single courses (corsi singoli);
- print bulletins taxes;
- compiling the Study Plan;
- online application for a scholarship, accomodation service and / or other services for the Right to University Study;
- request for exemption from the payment of enrolment fees and university contributions;
- book exam;
- print certificates;
- request of Qualification;
- request of Re-enrolment as a result of Cancellation/Revocation;
- request for Transfer to another university;
- application for Transfer to another degree course;
- demand for foreign qualification Recognition/Equivalence;
- registration for State Exam


[Code regarding the protection of personal data](#)

If you are a student of the University or you're already registered, click [login](#), otherwise click on [registration](#).



Reserved Area
Logout
Change Password

Open your reserved area by clicking icon



Home >
Registrar's Office >
Study Plan >
Career >
Exams >
Degree >
Tirocini e Placement >
Questionari >




< Exams

Exam sessions ←
Partial exams
Booking notice board
Results notice board



Booking Exam sessions
The page shows the sessions that can be booked to date, only for the academic activities already in your [booklet](#).

Exam sessions available for subjects in your own booklet

	Academic activity	Exam session	Registration	Description	Sessions
	Psychiatry	01/02/2019	14/12/2018 27/01/2019	Ascoli +Barbetta	2018/2019 2017/2018
	Psychodiagnostic methods and techniques	06/02/2019	14/12/2018 01/02/2019	Negri Atta'	2018/2019 2017/2018
	Psychopathology	04/02/2019	14/12/2018 30/01/2019	UGAZIO+SINGH-	2018/2019 2017/2018

Prenotazione appelli - Dettaglio appello selezionato

Riepilogo dati	
Attività Didattica:	640012-ENG - Psychiatry (offerta nel corso CLINICAL PSYCHOLOGY [64-270-ENG])
Appello:	Ascoli +Barbetta del 01/02/2019
Sessioni	
Tipo esame	Scritto
Verbalizzazione	Firma Digitale con pubblicazione (Es. Prova Scritto)
Docenti	ASCOLI MICOL (Presidente)

Calendario delle prove

Data - Ora	Edificio e Aula	# Iscr	Docenti
01/02/2019 12:30	-	2	ASCOLI MICOL



[Prenotati all'appello >>](#) [Annulla](#)



1

> Appelli > Stato Prenotazione Appello

Prenotazione appelli - Esito prenotazione

Riepilogo dati

Attività Didattica	640015-ENG - Psychodiagnostic methods and techniques (offerta nel corso CLINICAL PSYCHOLOGY [64-270-ENG])
Appello	Psychodiagnostic methods and techniques del 06/02/2019
Sessioni	
Tipo esame	Scritto

**ATTENZIONE: PRENOTAZIONE NON EFFETTUATA
NON RISULTA COMPILATO IL QUESTIONARIO DI VALUTAZIONE DELLA DIDATTICA.**

Per effettuare la compilazione [clicca qui](#).

Al termine della compilazione del questionario è necessario effettuare una NUOVA PRENOTAZIONE all'appello.

[Ritorna alla lista appelli](#)

Click
«Clicca
qui»



3

UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Sportello Internet

> Lista Questionari

Summary page

Compilazioni del questionario "AVA-ANVUR survey. Data sheets 1 and 3, annex IX"
survey "AVA-ANVUR survey. Data sheets 1 and 3, annex IX" is anonymous and can only be answered once

Nessun dato da visualizzare
No survey has ever been completed

[New](#)

[Back](#)

Click
«yes»
and fill
the
survey



https://sportello.unibg.it/Redirect.do?%3B%3DFF1F35349B0F4413BFCE04A842145991_jm1a%3Fparconfur%3C

2

UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Sportello Internet

> Libretto

Students' appraisal surveys

Students' appraisal survey

Attention, please:

After completing the appraisal survey, please remember to register for your exam

Unità Didattica	Docente	Tipo Attività	Partizione	Questionario
640015-ENG: Psychodiagnostic methods and techniques	EDWARD HALE MARTIN	Lezione	Nessun partizionamento	

[Cancel](#)

Open
the
survey



4

UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Sportello Internet

> Exam Sessions Booking Board

Exam Sessions Booking Board per l'insegnamento Psychodynamic theories

Status of bookings made up to 24/01/2019

Visualizza la [cronologia completa](#) delle operazioni di prenotazione di appelli

Psychodynamic theories - [640010-ENG] - Barbetta Pietro

Registration number: 8 on 12

Exam Type: scritto

Day	Time	Building	Classroom	Reserved for	Professors Family name Name	Delete	Print
30/01/2019	09:30			Nessun partizionamento	BARBETTA PIETRO		

You enrolled succesfully!

UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

ITALIAN GRADING SYSTEM



LUISS	Letter Grade	Grade Point Value	Description
30 e lode	A+	4.3	Excellent
30	A	4.0	Excellent
29	A-	3.7	Excellent
28	B+	3.3	Good
27	B	3.0	Good
26	B-	2.7	Good
25	C+	2.3	Satisfactory
24	C	2.0	Satisfactory
23	C-	1.7	Satisfactory
22	D+	1.3	Marginal
21	D	1.0	Marginal
20 - 18	D-	0.7	Marginal
< 18	D+	00	Failing

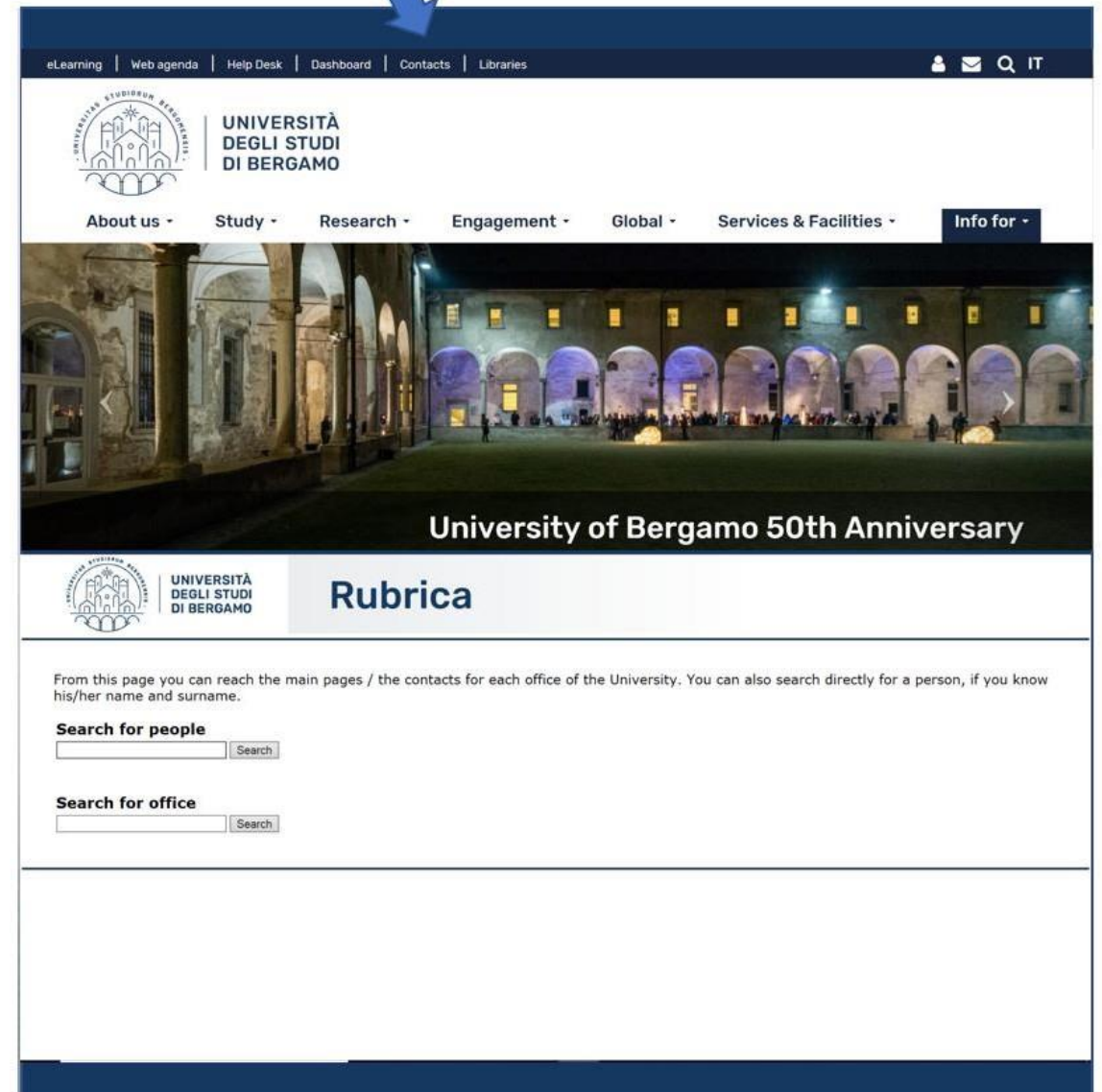


HOW TO FIND INFO ABOUT PROFESSOR'S OFFICE HOURS: INFO WEB

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)



The screenshot shows the University of Bergamo website. At the top, a dark blue navigation bar contains links: eLearning, Web agenda, Help Desk, Dashboard, Contacts, and Libraries. A blue arrow points to the 'Contacts' link. To the right of these links are icons for a user profile, email, search, and 'IT'. Below the navigation bar is the university's logo and name: UNIVERSITÀ DEGLI STUDI DI BERGAMO. A horizontal menu below the logo includes: About us, Study, Research, Engagement, Global, Services & Facilities, and Info for. The main banner features a photograph of a large, arched interior space at night, with the text 'University of Bergamo 50th Anniversary' overlaid. Below the banner is a section titled 'Rubrica' (Contacts) with the university's logo and name. The text below the title reads: 'From this page you can reach the main pages / the contacts for each office of the University. You can also search directly for a person, if you know his/her name and surname.' There are two search sections: 'Search for people' and 'Search for office', each with a text input field and a 'Search' button.



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

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"

[HOME](#) / [STUDIA CON NOI](#) / [TI AIUTIAMO](#)

Attività di apprendimento linguistico

Le attività di apprendimento linguistico (AAL) dell'Università degli studi di Bergamo sono riservate agli studenti iscritti all'Università. Consistono in esercitazioni in aula e in modalità eLearning, tutorato a piccoli gruppi, sostegno a singoli studenti. Per partecipare a queste attività, devi essere uno studente di un corso di studi o di dottorato oppure basta solo essere iscritto all'insegnamento di lingua straniera che ti interessa.

A partire dal mese di dicembre 2018, le attività di **addestramento linguistico (ADD)** sono rinominate **attività di apprendimento linguistico (AAL)**.

Le attività di apprendimento linguistico di UniBg aiutano gli studenti a raggiungere il livello di competenza nella lingua straniera secondo il Quadro Comune Europeo di Riferimento (QCER) e, per il cinese, secondo il Hanyu Shuiping Kaoshi (HSK).

Sono a cura del **Centro competenza lingue (CCL)** e riguardano le lingue araba, cinese, francese, giapponese, inglese, russo, spagnola e tedesca. Sono tenute da collaboratori di madrelingua straniera o italofofoni.

Il CCL segue anche i corsi di italiano per stranieri (CIS), che sono rivolti agli studenti Erasmus e agli studenti internazionali iscritti ai corsi di laurea dell'Università. I corsi sono aperti anche a non nativi provenienti dall'estero o residenti sul territorio.

Attività di apprendimento linguistico

- ▶ [Arabo](#)
- ▶ [Cinese](#)
- ▶ [Francese](#)
- ▶ [Giapponese](#)
- ▶ [Inglese](#)
- ▶ [Italiano per stranieri](#)
- ▶ [Russo](#)
- ▶ [Tedesco](#)
- ▶ [Spagnolo](#)
- ▶ [Test di autovalutazione](#)

NAVIGA LA SEZIONE

[Arabo](#)

[Cinese](#)

[Francese](#)

[Giapponese](#)

[Inglese](#)

[Russo](#)

[Spagnolo](#)

[Tedesco](#)

[Corsi di italiano per stranieri - CIS](#)



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

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!**



LIBRARIES

There are three libraries in our university:

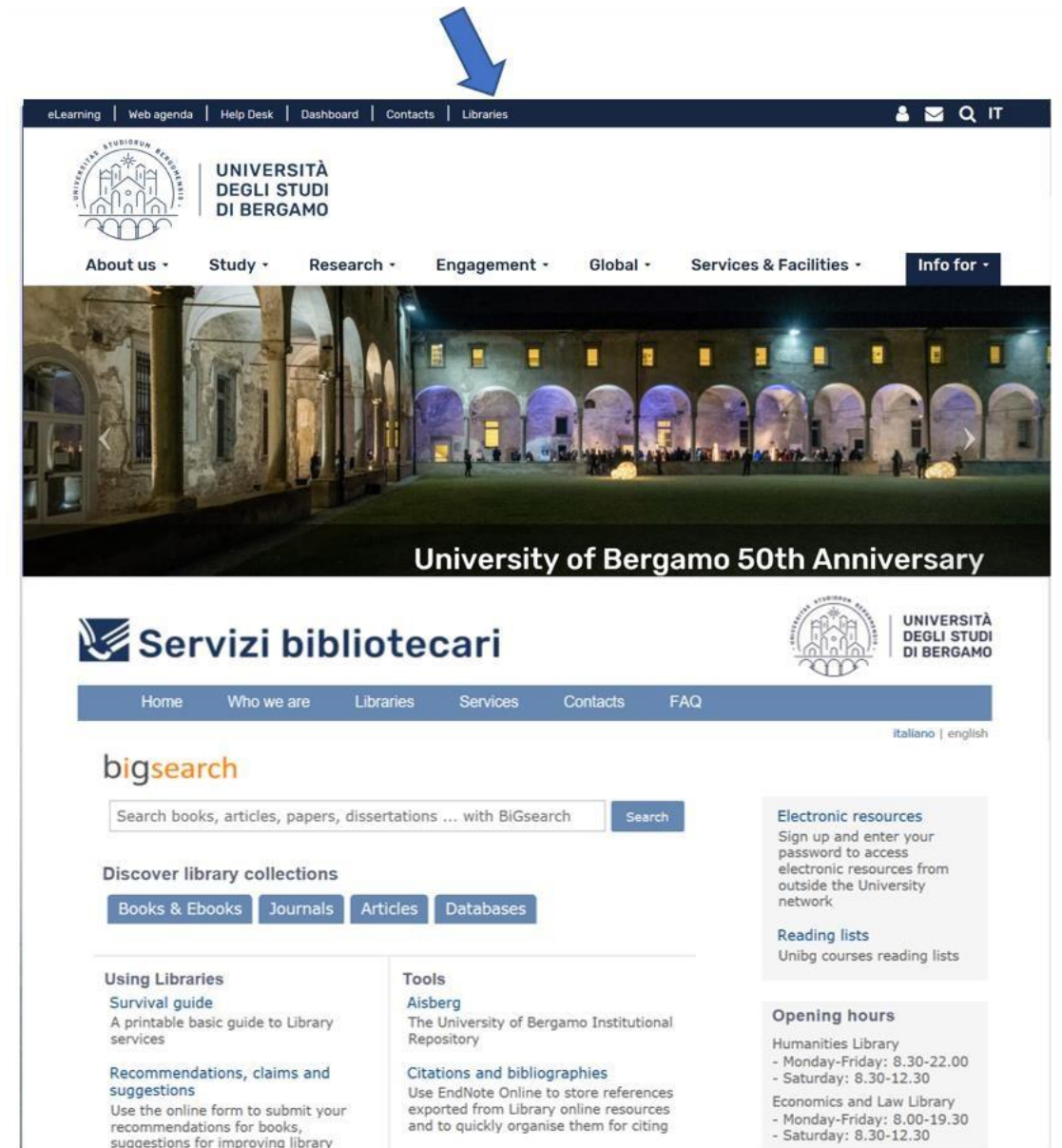
- **Humanities Library** (Sant'Agostino)
Monday and Friday 8 a.m. - 7.30 p.m.
Tuesday-Wednesday-Thursday: 8 a.m. - 10 p.m.
- **Economics and Law Library** (Caniana)
Monday to Friday 8 a.m. to 7:30 p.m.
- **Engineering Library** (Dalmine)
Monday to Friday 8 a.m. to 7:30 p.m.



Accessing the ONLINE LIBRARY

To access the online library of University of Bergamo:

Click on: Libraries (Biblioteche)



The screenshot shows the University of Bergamo website. A blue arrow points to the 'Libraries' link in the top navigation bar. The website features a dark blue header with the university's logo and name. Below the header is a navigation menu with links: About us, Study, Research, Engagement, Global, Services & Facilities, and Info for. A large banner image shows the interior of a library with arched windows. Below the banner is a section titled 'University of Bergamo 50th Anniversary'. The main content area is titled 'Servizi bibliotecari' and includes a search bar with the text 'bigsearch' and a search button. Below the search bar are links to 'Discover library collections' (Books & Ebooks, Journals, Articles, Databases) and 'Using Libraries' (Survival guide, Recommendations, claims and suggestions). There are also links to 'Tools' (Aisberg, Citations and bibliographies) and 'Electronic resources' (Sign up and enter your password to access electronic resources from outside the University network). The footer includes 'Reading lists' (Unibg courses reading lists) and 'Opening hours' (Humanities Library, Economics and Law Library).



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

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



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

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](#)



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO



CUS (Centro Universitario Sportivo)

The **University Sports Centre**:

- Locations: Via Verdi 56 – Dalmine (BG)
- Availability Time:
 - Monday to Friday 07:00 – 00.00
 - 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 2p.m. – 4p.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.

EUROPEAN HEALTH INSURANCE CARD (HEIC in Italian TEAM)

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.



POST OFFICE

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.





UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

About us ▾

Study ▾

Research ▾

Engagement ▾

Global ▾

Services & Facilities ▾

Info for ▾



For more information: www.unibg.it > Global



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO



ENJOY BERGAMO!



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO