UniBook
Information Brochure for Incoming Erasmus/Exchange Students
Discover the new UniBg web agenda

Click here:

https://logistica.unibg.it/PortaleStudenti/index.php?view=home&_lang=en

You can check lessons timetables, exam calendars and room occupancy. Login with your ID and password.
You can also book your seat at a lesson...

1- MANAGE PROFILE (it means choose a course from the list)

choose il POLO (for example POLO di Lingue e letterature straniere)
choose: BACHELOR TYPE (please go to the course list where you can find this information)
choose: COURSE OF STUDY (INTERCULTURAL STUDIES IN LANGUAGES) (please check the course list where you can find this information)
Now click “CERCA”

You will be able to find the list of courses and click on the relevant course.

Now SAVE
Please note you have to manage your profile with all the exams you are going to attend.

2- NEW RESERVATION

You will find the relevant exams and you can book them.
Please note you can book a seat starting from 5 days before the lessons’ date.
We remind you that lessons for which you will not be able to book a place in the classroom can be followed online.

Other important recommendations:

- If you do not intend to attend any lessons in the classroom, we recommend that you do not define your profile or select any lessons.
- In order to allow the best distribution of classroom seat reservations, we recommend that you only select the lessons you wish to attend in the classroom.
- Select correctly the lessons you wish to attend because the subsequent modification or deletion of the Profile will cause the loss of any reservations made (reservations should be re-entered).

- IMPORTANT MEMO try to book again 24 hours before the lesson (last minutes seats will be available)
3- MY RESERVATIONS

...and book an appointment for one of the UniBg services.

Click here: NEW BOOKING https://logistica.unibg.it/PortalePlanning/UNIBG-servizi/index.php?include=form
TICKET SERVICE

If you need help or want to alert the Uni to a problem, send a text or document to any of the UniBg services:


You can use the ticket HELPDESK

Click here: https://helpdesk.unibg.it/helpdesksegrestud/open.php
Which courses you can attend?

Just go on https://didattica-rubrica.unibg.it/elenco-insegnamenti

Select ‘Secondo semestre’ (Second semester)

For each subject, there is a code that will be useful for your learning agreement
Accommodation

Accommodation Service
The Accommodation Service at Bergamo University offers fully furnished flats, located near the University (Bergamo and Dalmine).
Every student enrolled in degree programs, including PhD candidates, both Italian and foreign, can contact this service for a complete, free consultation on finding accommodation in private flats through a registered contract between the student and the landlord.

Various solutions are available:
- Shared flat (for 3/4 students)
- Studio apartment
- One-bedroom apartment

Accommodation applications are open:
● after June 15 for the 1st semester (Winter) or full academic year
● after November 1 for the 2nd semester (Spring)
● For further details please check the following webpage: https://en.unibg.it/life-at-unibg/services/accommodations
● and fill the online form published here: www.cercoalloggio.com/bergamo

You can contact the Accommodation Service by e-mail at: accommodation.service@unibg.it
Address: Via Moroni 255, 24127, Bergamo
Business hours:
Monday, Wednesday, Friday: 10:00 – 12:30
Tuesday and Thursday: 14:30 – 17:00

Cafeterias
Thanks to the Fresh & Natural App or by accessing the page https://unibg.compasscloud.it/, you can reserve a seat or book your meal, which you can either eat at the cafeteria or carry out and eat it wherever you prefer.

Instructions for using the app are at the following link: https://www.unibg.it/sites/default/files/istruzioni_utilizzo_app_freshnatural.pdf or watch this video-tutorial (in Italian only): https://www.youtube.com/watch?v=2lWMUwOniaA
UniBg cafeterias:

- **Caniana (Economics Campus), Via dei Caniana 2**
  Monday to Saturday 12:00–2:00 p.m.
  - to book by 8:00 a.m. on the same day if you want to pick up your box
  - to book by 10:00 a.m. on the same day if you want to eat at the cafeteria

- **Dalmine, Engineering Campus - via Pasubio 7**
  Monday to Friday at 1 p.m. only for box pickup
  - to book by 8:00 a.m. on the same day if you want to pick up your box

- **Accommodation via Garibaldi 3/F Bergamo**
  Monday to Friday at 7:30 p.m. only for dinner pickup. Residents only
  - to book by 1:00 p.m. on the same day if you want to pick up your box

- **Sant’Agostino, Salvecchio and Rosate (Humanities Campus), Via S. Lorenzo 11**
  Service temporarily suspended

- **Dalmine, Via G. Verdi, 72**
  Service temporarily suspended

**How to use the app**

1. Select the canteen where you want to have lunch (pay attention: ‘Garibaldi’ is only for the residents in the dorm)

2. Select one meal for each category (first course, secound course, etc) with ‘Pasto completo’. If you want just one or two meals, select the ones in ‘Supervitto’
3. Go to ‘carrello’, select the turn and confirm your reservation. Don’t worry, you won’t pay the price indicated.
Libraries

There are three libraries at our university:

- Humanities Library, Sant’Agostino (e-mail: bibuma-desk@unibg.it / phone: 0352052977)
  Monday to Friday 09:00 a.m. to 10:00 p.m.
  Saturday: 08:30 a.m. to 12:30 p.m.

- Economics and Law Library, Caniana (e-mail: bibeco-desk@unibg.it / phone: 0352052527)
  Monday to Friday 08:00 a.m. to 19:30 p.m.
  Saturday: 08:30 a.m. to 12:30 p.m.

- Engineering Library, Dalmine, (bibing-desk@unibg.it / phone: 0352052304)
  Monday to Friday 08:00 a.m. to 07:30 p.m.

Accessing the Online library:

By logging into Bigsearch you can take advantage of a range of informational and other services. You will be able to:

- Know which individual volumes are available or checked out
- Reserve books not immediately available on the shelf
- Reserve in your name volumes present on premises and available for 30-day loan
- Know the status of your loans, check deadlines and make renewals through the My Account reserved area
- Save your searches and retrieve previously selected records
- Submit requests for interlibrary loan and supply of items through the prepared online form
- Make proposals for purchase of volumes or magazine subscriptions through the prepared online form

If you are a student, a teacher, a researcher or a PhD candidate, you can access your account using the same credentials used to access the Internet/wifi desk services. Check and log in at the following link: https://bigsearch.unibg.it/primo-explore/loginvid=39BRG_VIE&lang=it_IT or
Open the official university website (www.unibg.it)
Click on: Libraries (Biblioteche) at the upper left corner.
This leads to the main page of Online Library Service (Servizi Bibliotecari)
To get remote access to electronic resources, you should use your student ID and password.

Print Centres

The print centres at our university:

- Via dei Caniana 2, 24127 Bergamo (mobile: +39 035 205 2555, e-mail: stampa.unibg@alba2011.com)
  Monday to Friday 09:00 a.m.-5:00 pm

- Piazzale Sant’Agostino 2, 24129 Bergamo (mobile: +39 035 205 2906, e-mail: stampasago.unibg@alba2011.com)
  Thursday, 10:00 a.m.-12:30 pm

- Dalmine, viale Marconi, 5, 24044 Dalmine (BG), (phone: +39 035 205 2079, e-mail: stampadalmine.unibg@alba2011.com)
  Tuesday, 9:30 a.m. - 12:00 p.m.

For information we are always available at stampa.unibg@alba2011.com and by phone at 035 205 2555.

University Student Card

Students of the University of Bergamo will have access to the Unibg university card, which is the student identification card. With the Unibg university card you can:

✔ Use UniBG laboratories, and computers
✔ Borrow books from the university libraries
✔ Take photocopies and scan documents
✔ Use the CCL material
✔ Get discounts at the university cafeterias

To apply for a Student Card:
Enrolled Erasmus students will receive their student card upon arrival at the Erasmus incoming office

PAY ATTENTION!
A Student Card can only be used at cafeterias and print centres by loading it with money from the machine (which can be found in university cafeterias and print centres). IT IS NOT A DEBIT CARD!

If you lose your card:

- Report your situation to the police officer and get a receipt of your statement.
- Contact the International Office

Transportation
To improve sustainable mobility of students, the University of Bergamo has signed an agreement with the public transport service. Students can have a discounted annual travel card provided by Trenord and ATB.
Check the following link: https://www.unibg.it/sites/default/files/avvisi_e_comunicazioni/eng_mobilita_sostenibile_studenti_2020_2021.pdf
PUBLIC TRANSPORT SERVICES ATB-UNIVERSITY OF BERGAMO

AGREEMENT FOR ERASMUS STUDENTS

- Erasmus / Exchange Students get reduction on the price of the monthly bus pass at a special rate of 24.00 euro, valid only in Bergamo.
- Students are required to get the self-declaration from International office in order to prove their enrolment as exchange students.

WHERE TO PURCHASE TRAVEL PASSES

ATB POINT
Address: Largo Porta Nuova, 16, 24122 Bergamo
Phone: 035 236026
Website: https://www.atb.bergamo.it/ITA/homepage.aspx

Booking: book your appointment and skip the line!
https://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.