



What are we gonna talk about?

- → Erasmus Coordinator
- → The International office
- → Academic and Exam Calendar
- → Incoming webpage
- **→** Course catalogue
- → Learning Agreement during mobility
- → How to use dashboard
- → How to look for your timetable
- → E-learning
- → How to book exams
- → How to find professor's email

- ★ Info desk and tutor
- **★** US Card
- ★ University facilities (print center, dining services, CUS...)
- **★** Transportation in Bergamo
- **★** Health insurance
- **★** Post office
- ★ AEGEE & ESN Bergamo



ERASMUS COORDINATORS & TUTORS





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.





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. Please 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 scheduled in presence or on Google Meet via e-mail.





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



ECONOMIA

(Department of Economics)

Campus: Caniana

Coordinator:

Prof.ssa Mara Grasseni

mara.grasseni@unibg.it

0352052540

Office Address: Caniana, room 212

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





SCIENZE AZIENDALI

(Department of Management)

Campus: Caniana

Coordinator: Prof.ssa Viviana Meschitti

viviana.meschitti@unibg.it

Phone: 035 2052882

Office Address:

Caniana, room 110

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





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, it can be also on other days but please contact via mail before.



THE INTERNATIONAL OFFICE

Ask the International Office for Information about:

- Residency Permit (Only Erasmus Students);
- Learning Agreement before and during mobility;
- Courses List;
- Transcript of Records;
- Arrival and Departure Certificate;
- Student Card;
- Doubts 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 am – 12.00 am 2 pm – 4 pm



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.dimarco@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:

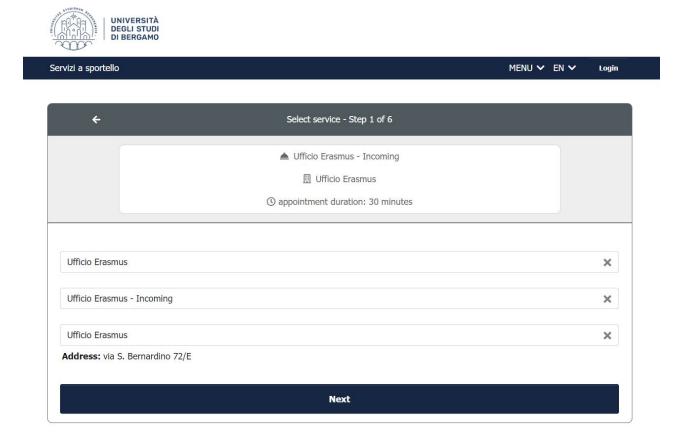
Blerta Topalli
blerta.topalli@unibg.

it



How to arrange an appointment with Anna Maria

- Visit Unibg website (English version);
- Select <u>web agenda</u> >
 Front-desk service booking >
 New booking
- Select "Ufficio Erasmus" from the service menu;
- Chose date and time of your visit filling in the fields with the required information.





ACADEMIC CALENDARS

The 2023/24 Academic Calendars for each Department are now available online in the section "Before leaving home: 2023-2024 Academic Calendars" on the Incoming webpage.

Academic Calendars at the University of Bergamo depend on the Department where you are going to study.

The beginning and/or ending of the semester may change from one department to another. If you decide to take exams from different departments please check very carefully lectures and exam dates.

DEPARTMENT OF MANAGEMENT, ECONOMICS AND QUANTITATIVE METHODS

	SEMESTER - 1	SEMESTER - 2		
START OF LECTURES	18th SEPTEMBER 2023	19th FEBRUARY 2024		
END OF LECTURES	22nd DECEMBER 2023	1st JUNE 2024		

DEPARTMENT OF FOREIGN LANGUAGES, LITERATURES AND CULTURES

	SEMESTER - 1	SEMESTER - 2		
START OF LECTURES	25th SEPTEMBER 2023	19 th FEBRUARY 2024		
END OF LECTURES	22nd DECEMBER 2023	22 nd MAY 2024		



EXAM SESSIONS

In Italy exam dates are called "appello" and change according to the Department. Students will find two dates for each exam session and they can freely decide when to take their exams:

- take all the exams during the first appello;
- split the exams into first and second appello.

Please note:

In case student do not pass the first *appello* they can repeat the exam in the second one.

Example:

	SEMESTER - 1	SEMESTER - 2		
EXAM SESSION	JANUARY 9 th 2024 – FEBRUARY 16 ^{2h} 2024	JUNE 10 th 2024- JULY 31 st , 2024		



PLEASE NOTE!

The first lesson of each teaching unit is very important!

Professors will provide you with specific information such as:

- topics that will be faced during lessons;
- moodle platform access;
- exam structure...





HOW TO FIND ALL THE INFORMATIONS YOU NEED AS AN ERASMUS STUDENT

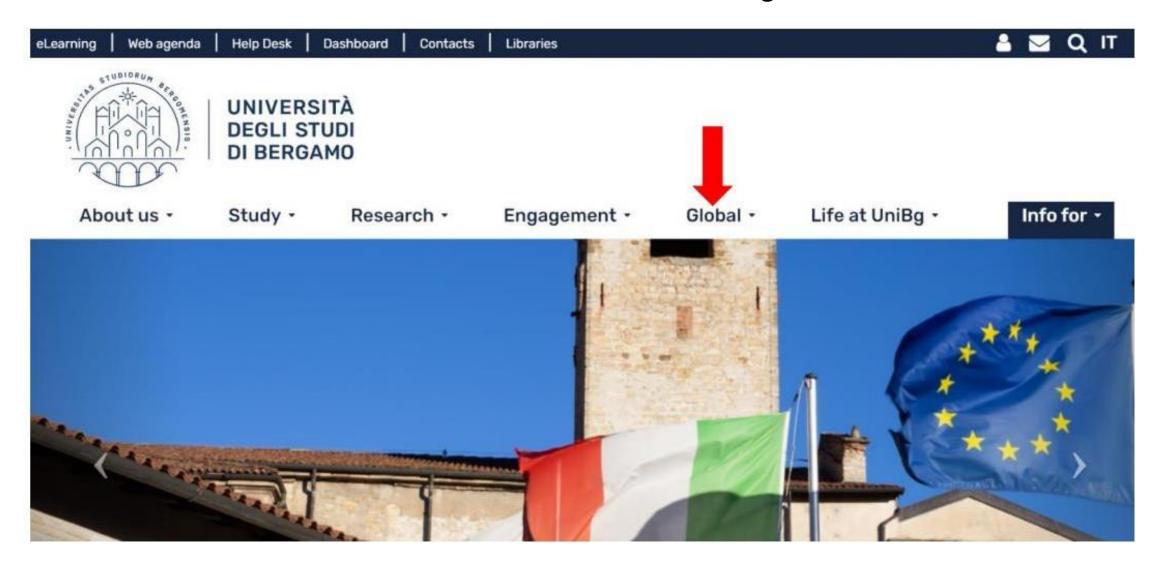


- 1) Go to the Unibg Website
- 2) Click on «EN» to translate the page in English

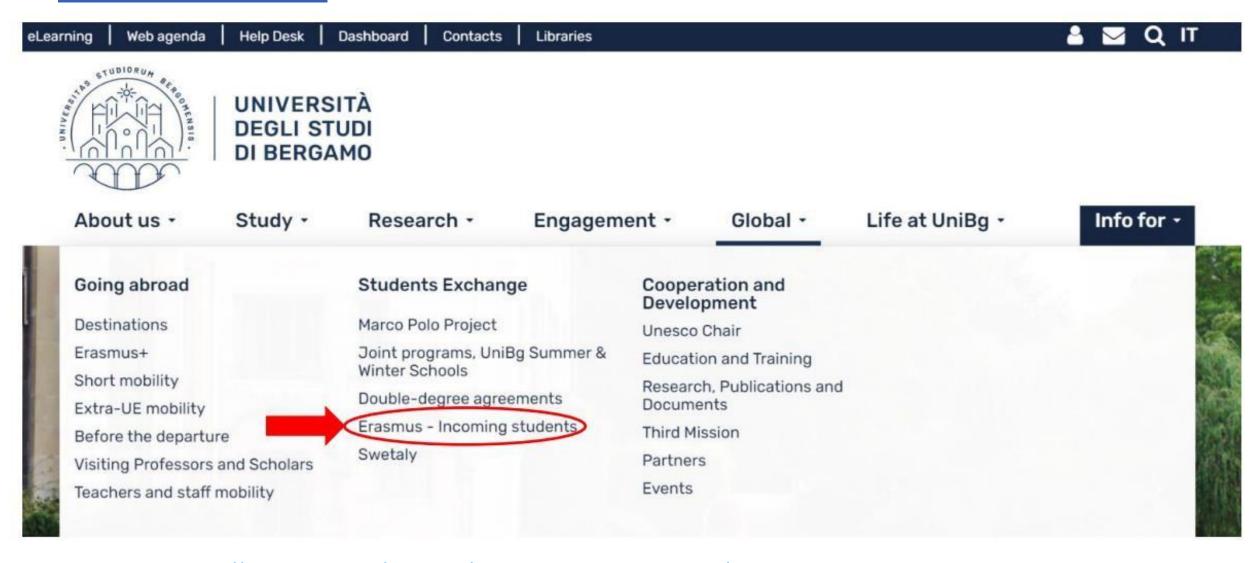




3) Click on Global and choose «Erasmus-Incoming Students»







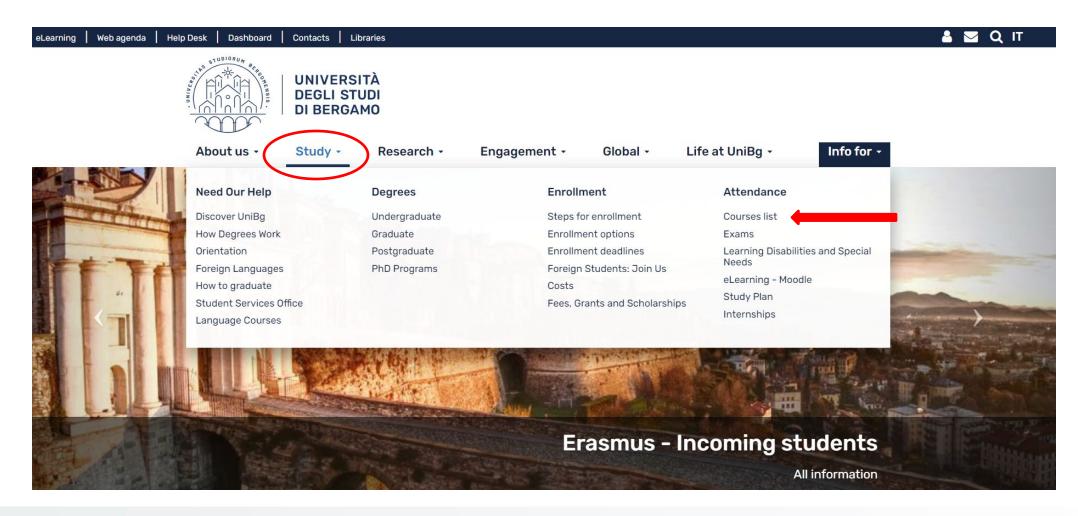
https://en.unibg.it/global/students-exchange/erasmus-incoming-students



HOW TO CHOOSE TEACHING UNITS



- 1) Go to the Unibg Website
- 2) Click on **Study > Courses list**





3) Click on **Current AY active teachings**

HOME / STUDY / ATTENDANCE

Courses list

The University of Bergamo offers to Incoming Erasmus/Exchange students a wide choice of courses at the Bachelor and Master level. The list of courses is updated once a year by each Department. Our degree courses are made up of teaching units

The research of teaching units can be done by teaching period, teacher, unit or degree course, selecting the course catalogue page.

Please check very carefully the teaching period (Semestre) in which units are held:

- Primo Semestre > First Semester (Autumn Semester from September to December) >
 Exams will take place between January and February.
- Secondo Semestre > Second Semester (Spring Semester from February to June/July) >
 Exams will take place in June and July.
- Annualità singola > Annual (from September to June/July) > Exams will be in June and July.

Incoming Erasmus/Exchange students can select units from all Departments keeping in mind that at least 50% of the chosen teaching units must belong to the study field of the agreement under which they have been nominated.

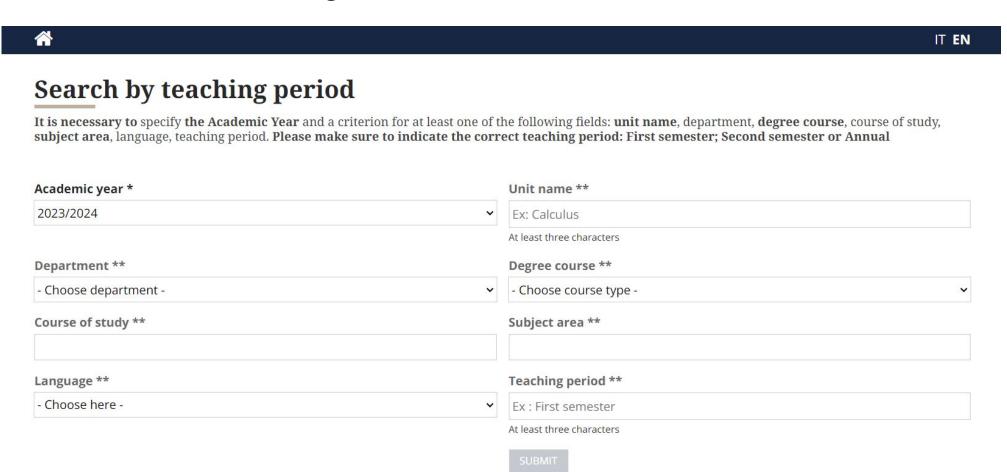
Current AY active teachings

Related Links

Departments



4) Search the teaching units based on the period of your stay





WHAT YOU SHOULD CHECK

Academic year: 2023/2024

Semester:

- First semester (*primo* semestre)
- Second semester (secondo semestre)
- Annual (annualità singola from September to June/July)

50% of the chosen teaching units must belong to the study field of the agreement under which you have been nominated.

If you stay here only for one semester you can't choose a course with «annualità singola»



PAY ATTENTION TO THE CODE OF EACH TEACHING UNIT

Psychometrics Course

640014 <u>-ENG Psychometrics</u> Classes are held in English 40023 <u>Psicometria</u> Classes are held in Italian

The same professor may held similar courses but with different CFU

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 can be done by 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 your Erasmus+ Stay: what to do - During mobility Learning Agreement and exams



About us -

Study -

Research -

Engagement -

lohal -

Life at UniBg -

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.

At your arrival: Information desk - Welcome Meetings and Campus Tour

Before leaving home: 2023-2024 Academic Calendars

Before leaving home: course catalogue and Learning Agreement

Before leaving home: language requirements and Italian language courses

Before leaving home: Housing/Accommodation:

Before leaving home: Non-Eu students entry requirements and entry

During your Erasmus+ Stay: what to do - During mobility Learning Agreement and exams

During your stay: Tax code Application

Contacts

International Office -Adminstrative Staff via San Bernardino 72/E

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

2nd floor

ONLY BY APPOINTMENT

Department of Economics and Management - Department of Human and Social Sciences -Exchange programs

Anna Maria Di Marco - room 3

Department of Law Department of Engineering

Blerta Topalli - room 3

Department of Foreign Languages, Literatures and Cultures - Department of Letters, Philosophy and Communicatio

Milena Plebani - room 11

Erasmus Departmental coordinator Department of Law

Department of Law Prof. Silvio Troilo

Department of Management

Prof.ssa Francesca Magno

Department of Economics



LEARNING AGREEMENT

(Exceptional changes)

- CHECK the changes you want to make with the International Departmental coordinator in Bergamo or with the International office.
- Remember to indicate both the previous and the new exam choices.
- THE CHANGES TO THE LEARNING AGREEMENT must be approved by:
 - The student;
 - The sending institution;
 - The receiving institution.





Higher Education

Learning Agreement for Studies

Student's name Academic Year 201 /201

	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³	
Student	LAVINE	том	25/01/1995	BRITISH	м	LM ECONOMIC		
	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact pers	Contact person name ⁵ ; email; phone XXXX@DHFJIR.COM	
Sending Institution	UNIVERSITY OF EAST LONDON	ECONOMICS	29U894Y	LOREM IPSUM	ENGLAND	xxx		
	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact per	son name; email; phone	
Receiving Institution	UNIVERSITA' degli Studi di BERGAMO	International Office	I BERGAMO 01	Via Caniana,2 24127 Bergamo	Italy	11000	NATIONAL OFFICE 9 035 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

Table A2 During the mobility	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		8	0	Lorem ipsum	10
	458048-ENG	CONSUMER BEHAVIOR		0		Lorem ipsum	10
				-			
				0			
1				0			1

The level of language competence In ITALIAN or ENGLISH or [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 or A2 or B1 or B2 or C1 or C2 Native speaker

Exceptional changes to Table B (if applicable)	

Table B2 During the mobility	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)
			0	0	0	
			0	0		

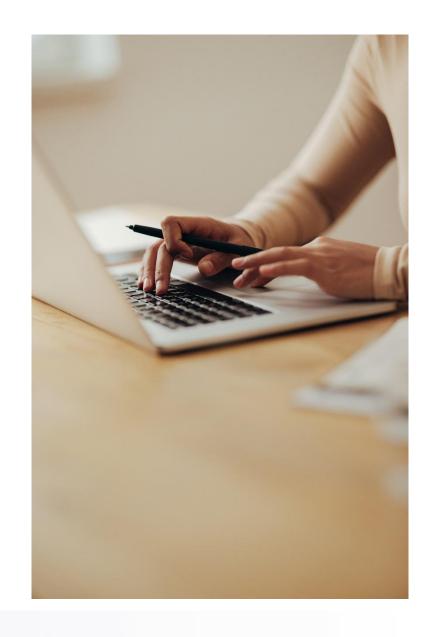
DEADLINE TO SUBMIT THE LEARNING AGREEMENT DURING MOBILITY

Your During Mobility Learning Agreement must be submitted <u>within three weeks after the beginning of the semester</u>.

Please note: in these weeks attendance is strongly recommended!

No changes will be allowed after the following deadlines:

- March 7, 2024- All Departments
- March 14, 2024 Engineering Department



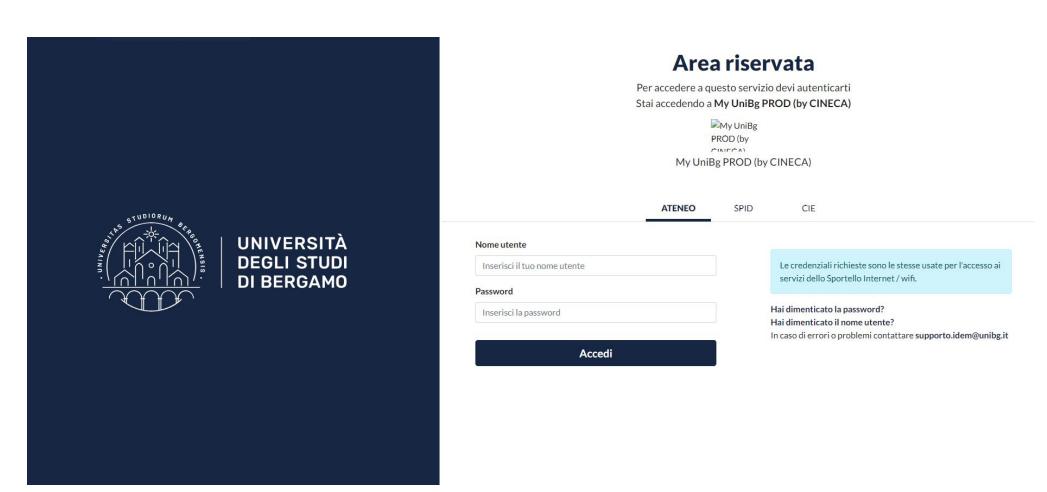


HOW TO USE DASHBOARD



HOW TO USE MYUNIBG

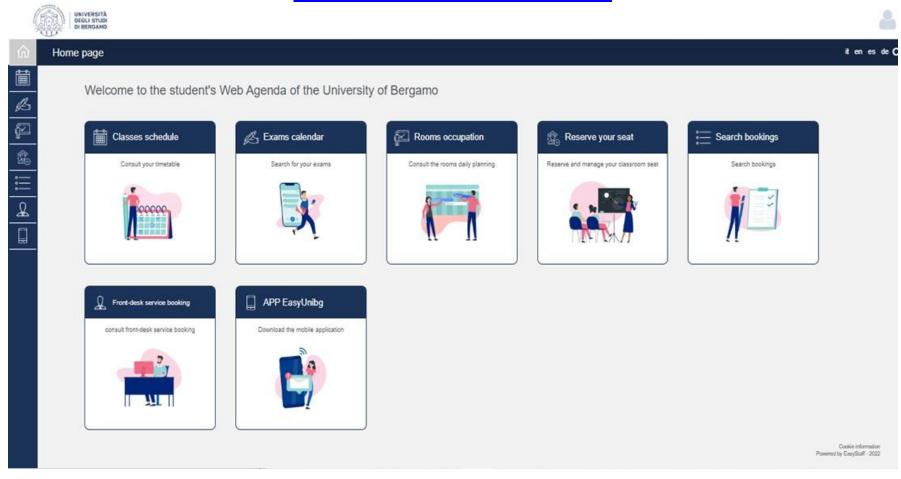
You can log in MyUnibg with this link My Unibg with your username and password.





HOW TO CHECK YOUR LESSONS TIMETABLE, EXAMS CALENDAR AND ROOM OCCUPATIONS:

WEB AGENDA UNIBG

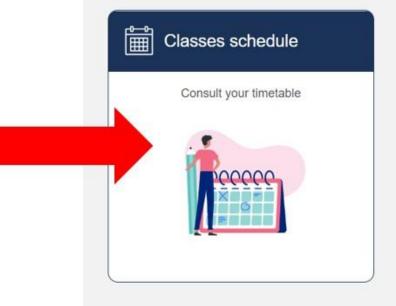




WEB AGENDA UNIBG

Check the timetable of your teaching units by clicking on "Classes Schedule" and choose "search your timetable by course".

Welcome to the student's Web Agenda of the University of Bergamo



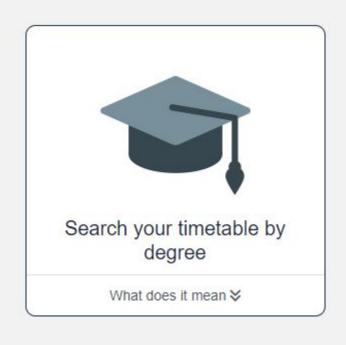


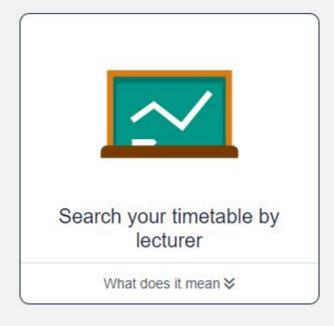


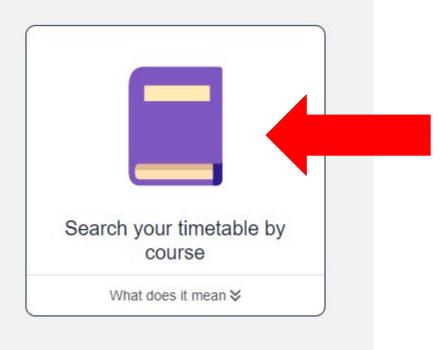


WEB AGENDA UNIBG

Click on and choose "search your timetable by course".









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

You can also download the app on your cellphone from your Play Store Apple Store: EasyUnibg.



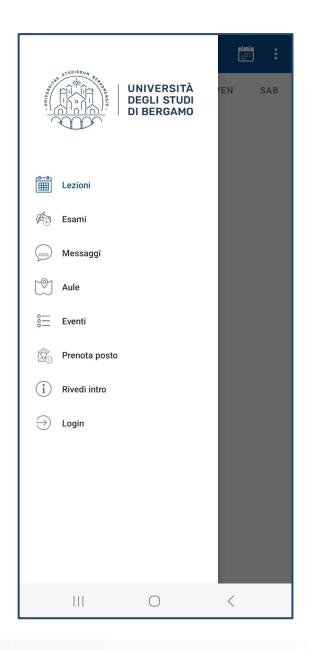


You can download the app from:



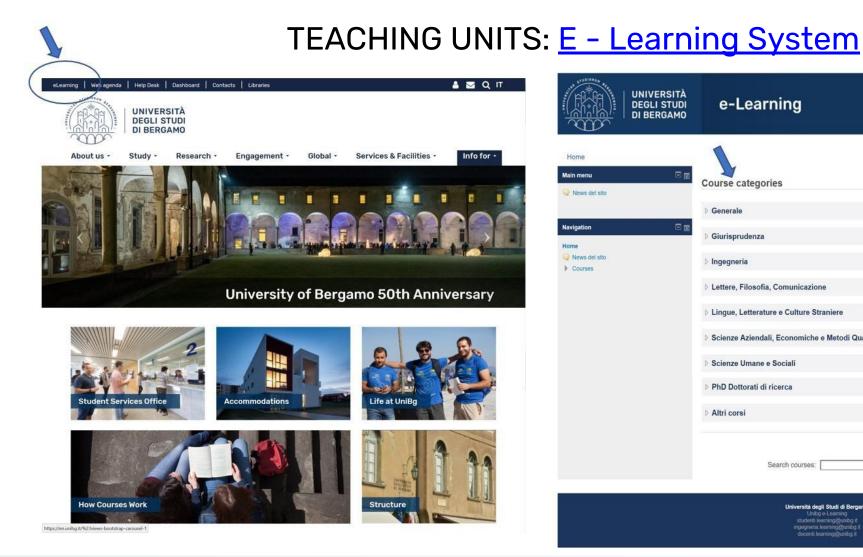


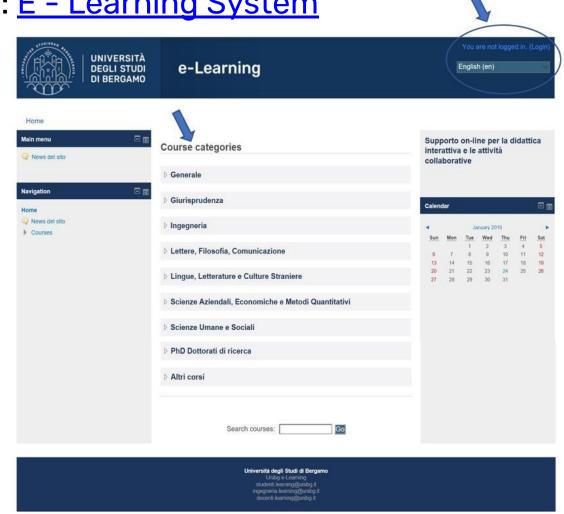
Create a profile and edit the app with the teaching units, exams you are interested in





HOW TO USE E-LEARNING







UNITS E-Learning System

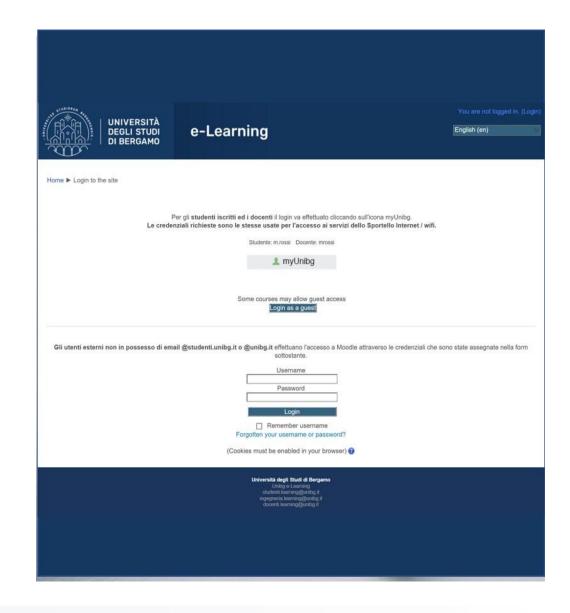
To check the information about courses and classes, you can use e-learning platform.

What includes:

- Course contents
- 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)



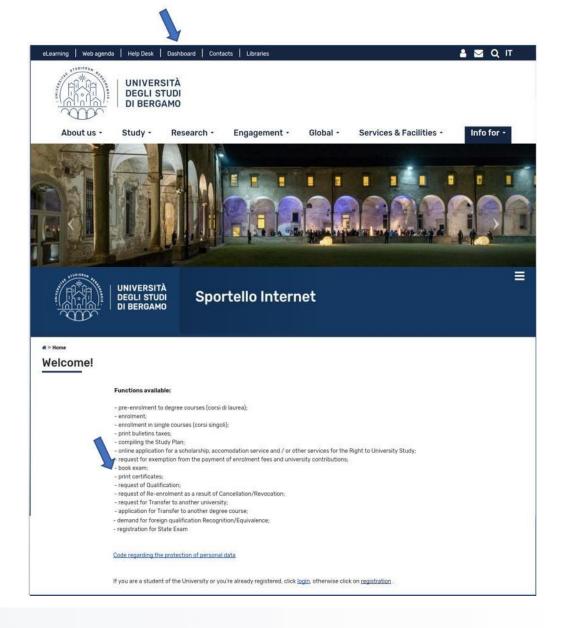


HOW TO BOOK EXAMS

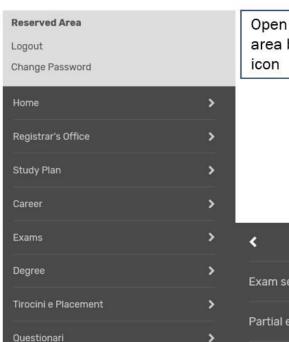


EXAMS

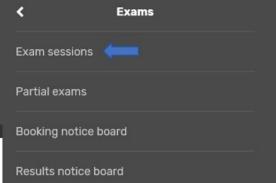
- Exams will be only in presence and they can be either written or oral (verbal)
- You need to register to your exams ONLINE from sportello internet (Dashboard) also in case of paper/assignment.
- Online registration is possible from 15 days before the exam to 5 days before the exam







Open your reserved area by clicking icon



» List Exam sessions



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
2	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





Annulla





» Appell » 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

Click «Clicca qui»

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 «yes» and fill the







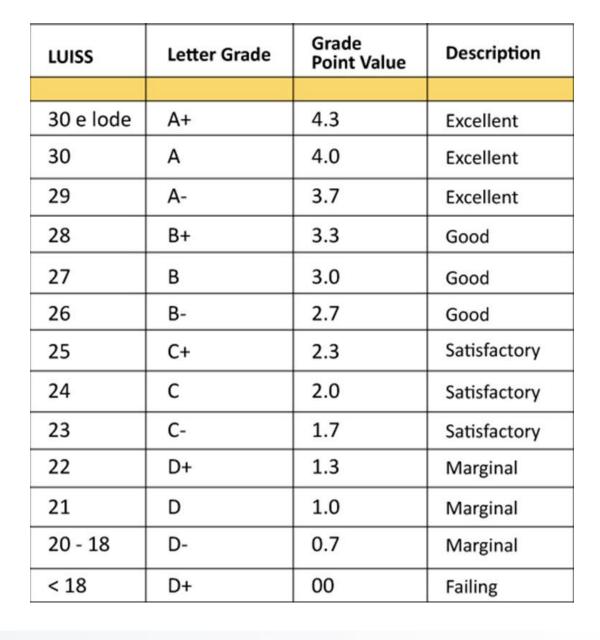




You enrolled succesfully!



ITALIAN GRADING SYSTEM



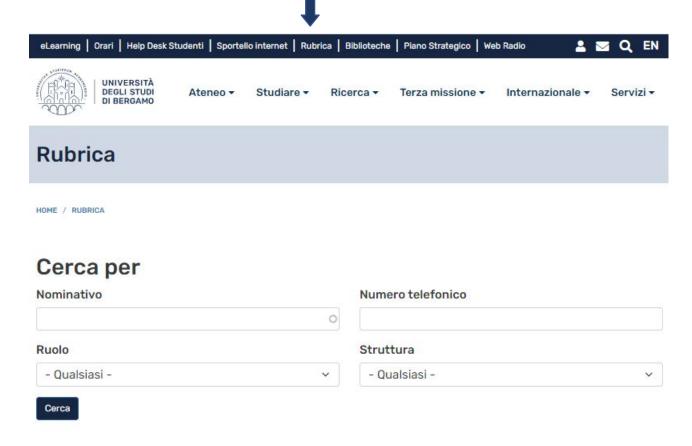


HOW TO FIND INFO ABOUT PROFESSOR'S OFFICE HOURS: INFO WEB

Click > Contacts (Rubrica)

Search for:

- Name (Cercapersone)
- Telephone number
- Role (Professor, staff...)
- Working area





HOW TO TAKE A LANGUAGE COURSE:

AAL (Attività di Addestramento Linguistico)

If you like to take foreign languages course (i.e. French, Spanish, German etc.) Language Exercises Classes (AAL) are a compulsory part of this process.

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



Ateneo -

NAVIGA LA SEZIONE

linguistiche

Arabo

Cinese

Francese

Riconoscimento certificazion

Attività di apprendimento linguistico

HOME / STUDIARE / FREQUENTARE / 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 una lingua straniera che ti interessa.

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).

Le attività di apprendimento linquistico sono a cura del Centro competenza linque (CCL) e sono svolte da collaboratori di madrelingua straniera o italofono. Riguardano le lingue araba, cinese, francese, giapponese, inglese, russa, spagnola e tedesca.

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.

اللغة العربية

汉语

Français

Giapponese Inglese Russo Spagnolo Tedesco

Contatti

Italiano

CCL - Centro Competenza

日本語 English Русский

https://www.unibg.it/studiare/frequentare/apprendimento-linguistico



AAL (Attività di Addestramento Linguistico)

Once you decide the language, you'll have to select the Department of your classes and the level you have.

Students are strongly advised to attend both the activities planned in the AAL for their level of competence and any tutoring activities on offer throughout the year.

Lingua inglese - English language

Scopri le attività di apprendimento linguistico (AAL) per la lingua inglese, consultando la pagina che ti interessa.

Per il Dipartimento di Lingue, Letterature e Culture Straniere:

Inglese - LLCS.

Per i Dipartimenti di Giurisprudenza / Ingegneria / Lettere, Filosofia, Comunicazione / Scienze Aziendali / Scienze Economiche / Scienze Umane e Sociali:

• Inglese - SA / SE / GIU / ING / LFC / SUS

Dipartimento di Scienze Aziendali - Dipartimento di Scienze Economiche

AAL Inglese B1 - assolvimento OFA SA/SE - AGGIORNAMENTO AL 5/02/24

- ASSOLVIMENTO OFA (per studenti immatricolati a.a.23/24)
- ► AAL Inglese B1 assolvimento OFA (I semestre)
- ▶ Corso OFA B1 asincrono online per studenti non frequentanti (I semestre)

AAL Inglese B2

- ▶ AAL Inglese B2 Scienze Economiche
- AAL Inglese B2 Scienze Aziendali

AAL Inglese C1

▶ AAL Inglese C1 - Scienze Aziendali e Scienze Economiche





