

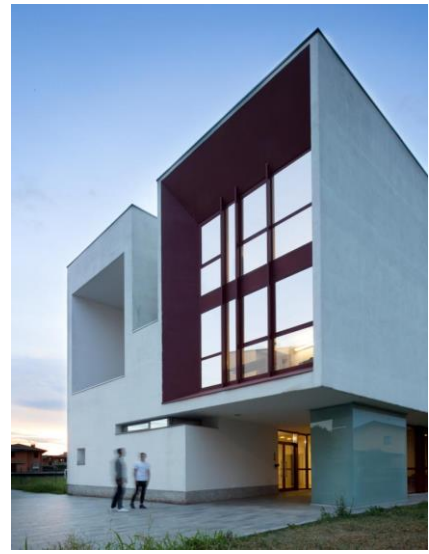


**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Servizio orientamento
e programmi
internazionali

UniBook

Informative Brochure for Erasmus/Exchange Incoming Students





UNIVERSITÀ
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PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!

MYUNIBG

Erasmus student can log in MyUnibg with this link [MyUnibg](#)



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

LOGiN



Log in with SPID



[> Password recovery](#)

[> Username recovery](#)

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

Erasmus students log in MyUNIBG with your username and password.

Erasmus students can easily reach all the useful sections of the site: timetables, books, exams, e-learning platform, digital services and a lot of opportunities that are offered by Unibg. A self-certification can be downloaded by clicking SEGRETERIA (on the top right) and certificati. This certificate can be useful in Italy in order to show that a person is an Erasmus student at the University of Bergamo.

PLEASE NOTE: Erasmus students will receive all the informations about Unibg life by the Unibg e-mail address.

E- LEARNING

Erasmus students can log in e-learning platform with this link [e-learning](#)



Enrolled students, teachers, guests, tutors, administrative, technical and librarian staff.

They log in using the button below by entering the credentials provided by the university for access to the Internet / Wifi desk.

Log in using your account on:

→ IDP-UniBg

Forgot your username or password?



External Users who do not have UniBG institutional emails.

They log in using the credentials that have been assigned to them.

Username

Password

→ Log in External

Forgotten your username or password?

WEB AGENDA UNIBG

Erasmus students can click this link [Web Agenda Unibg](#) and discover new web agenda Unibg.

Erasmus students can check the lesson timetable, exams calendar and room occupations.



Home page it en es de C

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
- Reserve your seat**
Reserve and manage your classroom seat
- Search bookings**
Search bookings
- Front-desk service booking**
consult front-desk service booking
- APP EasyUnibg**
Download the mobile application

Cookie information
Powered by EasyStaff - 2022



Erasmus students can 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

Please 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 ∨



Erasmus students can book an appointment with Erasmus office Incoming

New booking

Booking information

Choose the grouping of services	--
Choose a service for which you want to request an appointment *	--
Choose the location of the appointment *	--
Choose the date of the appointment *	Select the service and location to know the available dates

User information - Would you like to login?

Tax code *	Enter the Tax Code
Surname and Name *	Enter the Surname and Name
Email *	Enter Email
Phone	Enter the telephone number

AVAILABILITY CHECK

Erasmus students can download the EasyUnibg application and check the access to lessons' timetable, the exams calendar and the classrooms of all the university daily occupations. Erasmus students can download the application by clicking on these links.


Download for Iphone: [EasyUnibgIphone](#)

Download for Android: [EasyUnibgAndroid](#)





Mobile App informations

Download the app of University of Bergamo

 EasyUnibg

Download the app EasyUnibg so you will always have access to your lesson timetable, the exams calendar and the classrooms of all the university daily occupation, in addition to other functionalities that your university gives to you. You will also receive push notifications that teachers and secretariats will send to inform you about last-minute class changes, invitation to events, seminars, lecture suspensions, and so on.

You can download EasyUnibg on this platforms:

 Scarica per iPhone  Scarica per Android



ACCOMMODATION

Accommodation Service

The Accommodation Service of Bergamo University offers fully furnished flats, located near the University (Bergamo and Dalmine).

Every student enrolled in degree courses and PhD, both Italian and foreign, can contact this service to have a complete and free consultation in order to find an accommodation in private flats through a registered contract between the student and the owner.

Different solutions are available:

- Flats to share (for 3/4 students)
- Studio apartment
- One-bedroom apartment

The Accommodation Service allows to consult all the advertisements on the web platform [cercoalloggio/bergamo](#) complete with photographs and virtual tours of each room, address, prices, owners' contacts, and other useful details. Also, Erasmus students can check the updated prices of the apartments. To access the accommodation database, it is necessary to log in with the University credentials.

Erasmus students can use the Application Form to contact with the Accommodation Service and can reach with this link [cercoalloggio/international](#)

The Contract registration fee is € 100.00 and has to be paid when signing the contract. In case of early cancellation of the contract, a fee of the same amount is required.

Before the departure, students are required to pay to the owner a final cleaning charge of € 30.00.

Accommodation applications are open:

- after June 15th for 1st semester (Winter Semester) or full Academic Year
- after November 1st for 2nd semester (Spring Semester)

Attention: University's residencies are not available for Erasmus students.

Please contact with the Accommodation Service for further information via

E-mail: accommodation.service@unibg.it



Telephone: +39 329 6836882

Whatsapp: +39 329 6836882

Address: Via Moroni, 255, 24127, Bergamo

Opening hours:

Monday&Wednesday: 08.30-10.30

Tuesday&Thursday: 15.30-17.30

UNIVERSITY STUDENTS CARD

Students of the University of Bergamo will have access to the **Unibg university card**. It represents the student identification card, with the **Unibg university card** Erasmus students can:

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

To apply for **students Card**:

Enrolled Erasmus students will receive the student card at their arrival.

Pay attention!

Usage of Students Cards in canteen and print centres is only possible by charging with money from the machine (which can be found in university canteens and print centres). IT IS NOT A DEBIT CARD!

In case an Erasmus student loses the card:

- Submit your complaint to the police officer and get a receipt of your statement.
- Contact with International Office
- In order to get a duplicate you have to pay 35,00 euro (international office will explain you how to do)



TRANSPORTATION

In order to improve the sustainable mobility of students, the University of Bergamo signed an agreement with public transport service. Erasmus students can have a discounted annual travel card provided by Trenord and ATB.

Erasmus students can get a reduction on the price of the monthly bus pass at a special rate of 24,00 euro, **valid only in Bergamo.**



Erasmus students can download from SPORTELLLO STUDENTI the self-declaration (fill in in and sign it) in order to provide their enrolment as exchange students and to be submitted at the ATB POINT.

Travel Passes Purchase from **ATB POINT**

Address: Largo Porta Nuova, 16, 24122 Bergamo

Phone: 035236026

Monday to Friday: 08.00 to 18.45

Saturdays from 9.30 to 14.30

For detailed information check the website: [ATB/Bergamo](https://www.atb-bergamo.it)

Booking: book your appointment and skip the line

Erasmus students can click this link, [BookingATB](#) select the office and the service, and choose the day and time from these available. Erasmus students will receive a confirmation email with a booking number.



CANTEENS



ERASMUS students can go to the University of Bergamo canteens. by submitting the students' card E students will receive a discount of 48% on the total cost of the meal. To pay the canteen Erasmus students can charge with money the Student card at the canteen desk, use credit card or cash.

UniBg canteens

- Caniana (Economic Campus): Via dei Caniana, 2
Monday to Friday, 12.00 – 14.00 and Saturday, 12.00- 13.10
- Sant'Agostino, Salvecchio and Rosate (Humanities Campus): Via S. Lorenzo, 11
For lunch boxes only to order within 10.00
- Dalmine (Engineering Campus): Via Pasubio 7
Monday to Friday, 12.00 – 14.00

University Residents' Canteens

- Bergamo: Via G. Garibaldi, 3/F
Only for University Residents, Monday to Friday, 19.00-20.00
- Dalmine: Via G. Verdi, 72
Opening times: only for University Residents, Monday to Friday, 19.00-20.00



LIBRARIES

There are three libraries in our university:

- **Humanities Library**, Sant'Agostino (mail to: bibuma-desk@unibg.it / phone: 0352052977)
Monday and Friday 08.00-19.30.
Tuesday-Wednesday-Thursday: 08.00-22.00
- **Economics and Law Library**, Caniana (mail to: bibeco-desk@unibg.it / phone: 0352052527)
Monday to Friday 08:00 to 19:30
- **Engineering Library**, Dalmine, (bibing-desk@unibg.it/ phone: 0352052304)
Monday to Friday 08:00 to 19:30



Accessing the Online Library:

By logging in **Bigsearch** you can take advantage of a series of information and **additional services** you will be able to:

- Know the **availability** and **loan conditions** of the individual volumes
- Make **reservations** for books not immediately available on the shelf
- **Reserve** in your name the volumes present in the room and loanable for 30 days
- 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 the purchase** of volumes or magazine subscriptions through the prepared **online form**

If you are a student, a teacher, a researcher or a PhD student, 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: [BigsearchUnibg](#)



- Open official website of the university (www.unibg.it)
- Click on: Libraries (Biblioteche) on the top left corner.
- Then you will reach 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

ERASMUS STUDENTS can charge with money the Student Card at the Print Centre in order to pay only **prints and photocopies**. (The money that an Erasmus student charges at the Print center cannot be used to pay canteen because it is a different wallet)

The print centres in our university:

- Via dei Caniana 2, 24127 Bergamo (mobile phone +39 035 205 2555, mail: stampa.unibg@albaingegneria.com)

Monday to Friday: 09:00 - 17:00

- Piazzale Sant'Agostino 2, 24129 Bergamo (mobile phone +39 035 205 2906, mail: stampasago.unibg@alba2011.com)

Monday to Friday: 10:00 - 12:30

- Dalmine, viale Marconi, 5, 24044 Dalmine (BG), (phone +39 035 205 2079, mail stampadalmine.unibg@alba2011.com)

Monday, Wednesday and Friday: 9:30 - 12:00

For any information we are always available at **stampa.unibg@albaingegneria.com** and at the telephone number **+39 035 205 2555**.



HEALTH INSURANCE AND PRACTITIONER

EU Students

EU students should bring with them the European Health Insurance Card - TEAM.

Citizens of one of the European Union states, and the European Economic Area (Iceland, Liechtenstein, Norway) and Switzerland (as of 1 June 2002) are holders of a "European Health Insurance Card" issued in their country of origin or "Provisional Replacement Certificate"). They benefit from the necessary medical treatment (not only the urgent treatment) while on a temporary stay in Italy.

What to do **in case of health problems:**

- Take your card with you "Tessera di Assistenza Sanitaria"/Health Insurance Card.
- For normal/general medical treatments (e.g. flu, prescriptions, a cold, etc.) you can go see a general practitioner (in Italian medico di base) and the visit will be free of charge.

The International Office can give the contact of English-speaking general practitioners.

If you are a European student and have private insurance please check conditions to use it in Italy!

Non-EU Students

Having health insurance is a requirement in order to get the student Visa.

We strongly recommend all the non-EU students to purchase health insurance valid in Italy for the whole mobility period before coming to Italy.

The health insurance is also mandatory to request the Resident Permit and then the International Office can give the list of English speaking general practitioners.



EMERGENCY NUMBERS

112

In Case of Emergency

Free and Active in Lombardy 24 hours

When to call 112 or 118?

- Emergency medical urgency situations
- Request for medical assistance by sending emergency vehicles



116 117

For Non-Urgent Health Care

Free and active in Lombardy: Monday-Friday from 20.00 to 08.00, holidays and days before holidays 24 hours

When to call 116 117?

- Non-urgent health care, services or advice
- Consultation of a doctor of continuity of assistance (former medical guard) or of a free choice pediatrician
- Access to the Tourist Medical Guard (general medical assistance for all non-resident people present in Lombardy)
- The single number 116 117 replaces the more than 100 territorial and ATS numbers



Post office

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



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If you need further information you can check the Unibg website and contact the international office.

Email: incoming@unibg.it

Address: via San Bernardino 72/E, 2nd floor – Room 3 and 11

Telephone: +39 035 205 2428/2293

Office hours:

Tuesday and Thursday: 10.00-12.00 and 14.00-16.00