

## REMINDER a.y 2021/22

### USEFUL INFORMATION DEPARTMENT OF ENGINEERING

ERASMUS WELCOME DAY	
Erasmus coordinator	Maria Sole Brioschi maria-sole.brioschi@unibg.it
II SEMESTER STARTS	February 21st, 2022
II SEMSTER FINISHES (exam period included)	July 30 <sup>th</sup> , 2022
ACADEMIC CALENDAR	CHECK FOLLOWING WEBPAGE: INCOMING
Erasmus coordinator	Prof.ssa Maria Sole Brioschi maria-sole.brioschi@unibg.it
APPOINTMENT with the teachers  <ul style="list-style-type: none"> <li>- write an email to the teachers or meet them during office hours</li> <li>- ask them: how the courses are taught; exams information (written, oral, online test, paper partial exams) list of required books and online materials</li> </ul>	UNIBG WEBPAGE > RUBRICA  <a href="https://didattica-rubrica.unibg.it/ugov/rubrica">https://didattica-rubrica.unibg.it/ugov/rubrica</a>

#### ITALIAN LANGUAGE COURSES: email to: [infocis@unibg.it](mailto:infocis@unibg.it)

Italian Intensive language course  <b>ONLINE</b>	From 7 <sup>th</sup> February 2022 to 11 <sup>th</sup> February 2022
Application online	A google form ( <a href="#">Scheda di iscrizione corsi CIS II semestre a.a. 21/22</a> ) will be published on the following webpage <a href="https://ccl.unibg.it/it/cis-italiano-stranieri/attivita-didattiche">https://ccl.unibg.it/it/cis-italiano-stranieri/attivita-didattiche</a> -
Placement test Italian General course	After online application student will receive an online entry test
General Italian Course (60hr) 5 credits  In site	From 21st February 2022 to 27th May 2022
Classes and timetable and marks	Online tests' results I will be published on the following webpage:  <a href="https://ccl.unibg.it/it/cis-italiano-stranieri/attivita-didattiche">https://ccl.unibg.it/it/cis-italiano-stranieri/attivita-didattiche</a> -
General Italian courses and special courses	Students can choose <b>one</b> General Italian Language course and <b>one</b> special course per Semester
Attendance certificate	Students who have attended the 50% of the course, receive the certificate of attendance.  Credits will be assigned if you take and pass the exam and it will be included in your Transcript of records (and in the Learning Agreement)

## LEARNING AGREEMENT

<p>Students can submit a L.A. during mobility</p> <p>Check courses list again</p> <p>Contact teachers</p>	<p>The form is available on our section <a href="https://en.unibg.it/global/students-exchange/erasmus-incoming-students">https://en.unibg.it/global/students-exchange/erasmus-incoming-students</a> &gt; DURING MOBILITY&gt;<i>Changes to the Learning Agreement.</i></p>
<p>DEADLINE TO SUBMIT THE DURING MOBILITY LEARNING AGREEMENT to be submitted at the International office of the sending and hosting University for final signature and approvals</p>	<p><b>DEADLINE 3<sup>rd</sup> March 2022</b></p> <p><b><u>No</u></b> changes will be admitted after this date(above)</p>
<p>HOW TO SUBMIT THE DURING MOBILITY L.A.</p>	<p>Arrange an appointment with the International Office</p>
<p>FINAL APPROVAL AND SIGNATURE</p>	<p>Please note the L.A. before mobility and during mobility should have been completed in all its parts (filled in by computer):</p> <p>Correct personal data, sending University data and receiving University Data.</p> <p>correct course codes and correct course's name</p> <p>3 signatures:</p> <p>Student's signature and date</p> <p>Sending University's signature, stamp (for final approval) and date</p> <p>Receiving University's signature, stamp and date</p> <p>Students have to monitor the that the LA should be completed in all its parts and has to be sent to International Office (or to your Home University Erasmus Mentor) and to the sending University</p>

### COURSES - Blended (in site/ online)

- Click on the [course catalogue](#) and check exactly the Semester in which the course is offered
- (Primo Semestre: Autumn Semester from October to February – Secondo Semestre: Spring Semester: from February to July - Annuale from October to July)
- Student nominated for the II Semester can attend only courses offered during Secondo Semestre)  
(Students are required to check the right code course and indicate it correctly on their Learning Agreement)

Check very carefully the published Syllabus and Bibliography

- Language Courses: please be informed that you have to attend AAL (ATTIVITA' APPRENDIMENTO LINGUISTICO) too and in order to be admitted to the written or oral language course you have to pass the AAL test.
- BOOK YOUR SEAT book online the place through EasyLesson or download the app EasyUnibg. Click [here](#) -> login with your id and pw -manage your profile >> search by course and reserve your seat (you can reserve only seats for lessons of your Department).
- ONLINE CLASSES: Many of the University's teaching activities are managed and organized directly online, through Moodle Unibg, a distance -e-learning platform that provides many courses delivered by the university, archives for teaching materials and much more. (Recorded lessons will remain on e-learning area only few days)
- HOW TO CHECK TIMETABLE: <https://logistica.unibg.it/PortaleStudenti>
- MyUNIBG with id and pw: you can easily reach all the useful sections of the site: timetables, book exams e-learning platform, digital services and a lot of opportunities offered by Unibg.

### EXAMS

- Students are not automatically registered for the exams. Written, oral and partial exams must be registered on the "Sportello Internet/Dashboard". <https://sportello.unibg.it/>
- **Students can register for the exams from December until 5 days before the exam date: Pay attention to the course code!**
- EXAM REGISTRATION - Sportello Studenti – LOGIN with your USER ID AND PASSWORD - ESAMI – BACHECA PRENOTAZIONI
- It is extremely IMPORTANT that **students must stay in Bergamo** until THE END OF THE EXAM SESSION, or **at least until the registration of the exam.**
- Exams will be only in presence