

REMINDER a.y 2021/22

USEFUL INFORMATION

DEPARTMENT OF LANGUAGES, LITERATURES AND CULTURES

II SEMESTER STARTS	February 14 th , 2022 (please arrive a few days before this date)
II SEMESTER FINISHES (exam period included)	July 30 th , 2022
ACADEMIC CALENDAR	Published on the following webpage https://en.unibg.it/global/students-exchange/erasmus-incoming-students
Erasmus coordinator and Spanish language and literature courses	Prof.ssa Ivana Rota ivana.rota@unibg.it
English language and literature courses	Prof. Davide Del Bello davide.del-bello@unibg.it
French language and literature courses	Prof. Cecile Desoutter cecile.desoutter@unibg.it
Academic Coordinator	Check the published list
Welcome meeting Online and in presence: at the welcome meeting please bring your arrival certificate (if available and you Learning agreement)	17 th February via dei Caniana (economic Campus) Further details will be published on the following webpage https://en.unibg.it/global/students-exchange/erasmus-incoming-students
APPOINTMENT with the teachers - write an email to the teachers to introduce yourself and meet them during office hours - ask them: how the courses are taught; exams information (written, oral, online test, paper partial exams..) list of required books and online materials	Unibg webpage > RUBRICA https://didattica-rubrica.unibg.it/ugov/rubrica

ITALIAN LANGUAGE COURSES: email to: infocis@unibg.it

Italian Intensive language course	From 7 th February 2022 to 11 th February 2022
Application online	A google form (Scheda di iscrizione corsi CIS II semestre a.a. 21/22) will be published on the following webpage https://ccl.unibg.it/it/cis-italiano-stranieri/attivita-didattiche -
Placement test Italian General course	During online application student will be asked to do an online entry test
General Italian Course (60hr) 5 credits In presence	From 21 February 2022 to 27 May 2022
Classes and timetable and marks	Online tests' results will be published on the following webpage: https://ccl.unibg.it/it/cis-italiano-stranieri/attivita-didattiche -
Courses	Students can choose one General Italian Language course and one 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 DURING MOBILITY

<p>Students can submit a L.A. during mobility Check courses list again Contact teachers</p>	<p>The form is available on our section https://en.unibg.it/global/students-exchange/erasmus-incoming-students > DURING MOBILITY><i>Changes to the Learning Agreement.</i></p>
<p>DEADLINE TO SUBMIT THE DURING MOBILITY LEARNING AGREEMENT to be submitted to the International office of the hosting and sending institutions for final signatures and approval</p>	<p>DEADLINE 3rd March 2022 No 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): Correct personal data, sending University data and receiving University Data. correct course codes and correct course's name 3 signatures: Student's signature and date Sending University's signature, stamp (for final approval) and date 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

- 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 A SEAT: through EasyLesson or download the app EasyUnibg. Click [here](#) -> login with your id and pw -manage your profile (add courses at your profile) > search by course and reserve your seat .

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. (registered 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 (the exams booking starts 15 days before the exam. Students can book the exam up to 5 days before the exam.
- 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

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